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ABSTRACT

This manual is divided into six sections. Section one contains procedures for applying for a teaching certificate in the State of Delaware. Section two lists rules which apply to all certification areas and to all who are seeking certification for professional employment in the public schools. In the third section information is found regarding reciprocity among the various states and other agreements whereby applicants may meet Delaware's certification requirements by means other than meeting the "specific requirements." Seven types of credentials are defined in the fourth section. Specific requirements for all certification areas are given in the fifth section. The final section contains requirements for reassignment of personnel. (JD)

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CERTIFICATION OF PROFESSIONAL SCHOOL PERSONNEL

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AUTHORIZATION

On May 16, 1974, the State Board of Education adopted these Rules and Regulations for Certification of Professional Public School Personnel. The effective date for changed items is the period beginning May 16, 1974 and ending August 31, 1974. During the designated period persons may be certificated according to either the rules in effect prior to May 16 or those adopted on May 16, 1974.

Beginning September 1, 1974, all certification shall be according to the rules adopted on May 16, 1974 or thereafter amended except that no change shall be retroactive and that persons under agreement to complete a particular program may continue so long as the terms of the agreement are met.

Minutes
Delaware State Board of Education
May 16, 1974
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HOW TO USE THIS MANUAL

This manual has been divided into six sections. In the first section, APPLICATION INFORMATION, procedures will be found for applying for a teaching certificate in the State of Delaware. The GENERAL REGULATIONS list rules which apply to all certification areas and to all who are seeking certification for professional employment in the Delaware public schools. Under the heading CERTIFICATION AGREEMENTS, information is found regarding reciprocity among the various states and other agreements whereby applicants may meet Delaware's certification requirements by means other than meeting the "specific requirements." The section entitled TYPES OF CERTIFICATES defines the seven types of credentials which may be issued. This section also describes the conditions for issuing these credentials. If the reader is looking for the requirements for a specific area, such as Elementary Education, English, Guidance, or Vocational Education, he should study the section on SPECIFIC REQUIREMENTS. The specific requirements for all certificated areas will be given in this section of the rules and regulations.

A section entitled REASSIGNMENT OF PERSONNEL has been included in these requirements to help school districts and teachers plan when the district needs to reassign personnel due to declining school population or other reasons.

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APPLICATION INFORMATION

When Application Should be Made - Application for a certificate may be made as soon as all requirements for the certificate have been completed and should be made if employment is being sought or has been accepted in a Delaware public school. If an applicant is employed in a Delaware public school, credentials for certification will be collected by the school district. If unemployed or seeking first employment, the individual will submit his credentials directly to:

Delaware State Department of Public Instruction
Division of Certification and Personnel
John G. Townsend Building
Dover, Delaware 19901

It is recommended that application not be made until the applicant expects to use the certificate.

Where Application for Certification May be Obtained - Application for certificate forms may be obtained from the address listed above or from any local Delaware public school district administrative office.

Instructions for Completing Application for Certificate -

Step 1 Read carefully and follow the instructions on the Application for Certificate form.

Step 2 Have official transcripts sent from all colleges listed on the Application for Certificate. Transcripts must be mailed directly from the college to the school district or the Delaware State Department of Public Instruction at the same address as the one to which your application is made.

Step 3 Send application fee. A ten-dollar ($10) fee will be charged each applicant for a certificate except:

a. An applicant who has been previously employed in the public schools of Delaware.

b. An applicant who is a graduate of Delaware State College or the University of Delaware.

c. An applicant who is a resident of Delaware and has been such a resident for at least one year.

The check or money order made payable to the Delaware State Board of Education must be attached to the Application for Certificate for any evaluation. If an out-of-state applicant is eligible for more than one certificate at the time of the initial basic evaluation, the total fee will be ten dollars ($10). Subsequent separate evaluations will be subject to the charge of ten dollars ($10) each. The fee is not refundable and is charged for the evaluation whether or not the applicant receives a certificate.

Step 4 Send Application directly to:

Delaware State Department of Public Instruction
Division of Certification and Personnel
John G. Townsend Building
Dover, Delaware 19901

or

If employed or assigned pending certification, have application processed through the local school district administrative office.

Additional Information -

Delaware is a member of several certification agreements. They are: NCATE (National Council for Accreditation of Teacher Education); Northeast Reciprocity Compact; NASDTEC Certification Reciprocity System; and The Interstate Agreement on Qualification of Educational Personnel. (See Certification Agreement) An applicant may qualify for certification in Delaware under one of the above agreements.

Processing of credentials usually takes about two weeks after all information has been received. After processing, the applicant will receive the certificate or be told what is still needed for certification in Delaware.

The Division of Certification and Personnel does not maintain files indefinitely for individuals who are not issued certificates. Those applicants who have not completed certification requirements within three years may find that their records are no longer on file. Transcripts which have not been released to the applicant are disposed of according to instruction from the college.

Transcripts and other records on which certificates have been issued will not be returned to applicant, nor can copies of transcripts be furnished by the Delaware State Department of Public Instruction.

Address all questions pertaining to certification to the above address (Delaware State Department of Public Instruction).

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GENERAL REGULATIONS

These general regulations apply to all certificated school personnel in the Delaware Public School System or other persons making application for a certificate in Delaware.

A. State Board of Education Responsible for Rules.

1. "Every employee of a reorganized school district must meet standards for qualification as adopted by the State Board of Education, and be certified or otherwise licensed in accordance with these standards in order to be placed on the official payroll of the reorganized school district." (Delaware Code, Title 14, §1092)

   This law applies to all certificated or licensed personnel in the Delaware Public School System without regard for salary funding source--local, state, or federal.

2. All credentials for certificate must be received in the Delaware State Department of Public Instruction, Division of Certification and Personnel, prior to employment in a Delaware public school.

   If all credentials have not been received by the Delaware State Department of Public Instruction within one month after beginning service, the applicant shall be paid on the substitute teacher's salary basis until he is properly certificated. The salary will then be determined on the basis of education, experience, military service, and certificate status and will be made retroactive to time of beginning service.

3. No person who holds a position or has been working on an approved planned program under the direction of Delaware teacher-preparation institutions, or the Delaware State Department of Public Instruction prior to September 1, 1974, shall be affected by any certification modifications adopted on May 16, 1974.

B. Application for Certificate.

An applicant for a certificate shall file with the Delaware State Department of Public Instruction or a Delaware school district an application supported by all transcripts which may be necessary for evaluation for certification.

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C. Fees Required.

1. A ten-dollar ($10) fee will be charged each applicant for a certificate except:

   a. An applicant who has been previously employed in the public schools of Delaware.

   b. An applicant who is a graduate of Delaware State College or the University of Delaware.

   c. An applicant who is a resident of Delaware and has been such a resident for at least one year.

   The check or money order made payable to the Delaware State Board of Education must be attached to the Application for Certificate for any evaluation. If an out-of-state applicant is eligible for more than one certificate at the time of the initial basic evaluation, the total fee will be ten dollars ($10). Subsequent, separate evaluations will be subject to the charge of ten dollars ($10) each. The fee is not refundable and is charged for the evaluation whether or not the applicant receives a certificate.

2. A two-dollar ($2) fee will be charged for each duplicate certificate. The fee is payable to the Delaware State Board of Education. (Do not submit cash or postage stamps.)

D. Moral Character.

No certificate shall be issued to an applicant if there is legal evidence that he is not of good moral character.

E. Degrees from Accredited Institutions.

All graduate and undergraduate degrees accepted for certification must be earned from a college or institution approved by the appropriate regional or national accrediting agency; however, applicants from non-accredited colleges may validate the bachelor's degree by completion of six graduate level credits from an accredited institution or through the National Teacher Examinations (NTE) (see "I" below).

F. Student Teaching.

Successful student teaching at the appropriate level under the supervision of an accredited teacher-preparation institution shall be required for all Standard certificates.

1. In lieu of student teaching, one year full time successful elementary, secondary school or appropriate college training in Delaware under supervision, and six additional credit hours of professional education in the certified area as recommended by

the local employing school district will be accepted as meeting the requirement. The one-year experience must be at the level as that required for the certificate (K-3, Elementary 1-8, Secondary 7-12).

2. An applicant who did not attain an undergraduate index sufficient for eligibility for student teaching at the appropriate level, or who for some other reason was denied permission by the college to engage in this experience, may not be certificated to teach in Delaware until the restriction is removed by the college (except as provided for in F. 1. above).

G. Correspondence Work.

Not more than six semester hours of required courses for certification may be secured by correspondence work. This correspondence work must be successfully completed through an accredited college or in a school listed by a recommended accrediting agency, such as the National Home Study Council.

H. Refresher Work.

Refresher work for certification may be taken in an accredited institution or may be satisfied by inservice work or by a standard proficiency examination either of which has been approved by the Delaware State Department of Public Instruction. The refresher work required is to be in the certification area with three credits in the subject area of the certificate and three credits in professional education directly related to the certificated area. (See Types of Certificates - Limited/Standard 1. and 2.).

I. Proficiency Examinations.

A satisfactory score (fiftieth percentile or better) on the National Teacher Examinations (NTE) may be used:

1. To validate work from non-accredited colleges (see also "E") above;

2. To complete requirements for the major teaching field if the applicant holds a bachelor's degree but lacks six semester hours or less for full certification and has at least one year of successful teaching experience in the area required for the certificate;

3. As a substitute for course work for an additional teaching field. This applies to a person who is fully certificated and who has satisfactory experience in his major teaching field and who wishes to qualify for another teaching field;

4. By an applicant who needs only refresher credits as required under "H" above;

5. To complete requirements for foreign language in the areas of French, German, and Spanish. (See Specific Requirements, Foreign Language).

6. To complete requirements in the occupational vocational education area of Trade and Industry with approval of the Delaware State Department of Public Instruction (Vocational Division).

J. Date of Certificate.

The date of each certificate shall be the actual date of issuance or employment whichever is earlier.

K. Questionable Credentials.

An applicant for a standard certificate who meets all minimum requirements may in some cases be issued the certificate for one year initially. (Examples: an applicant with a low but a passing grade in student teaching or an applicant with poor references who is applying for certification based on a reciprocity agreement). The certificate would be renewed for the full term after one year of successful teaching upon the recommendation of the superintendent of the Delaware employing school district.

L. Failure to Meet Requirements.

When an employee has accepted a certificate below the level of a standard certificate on agreement that any deficiencies will be completed within an agreed period of time but fails to meet the ageement, the certificate shall not be renewed. However, an emergency certificate may be issued, at the request of a Delaware School District with appropriate salary adjustment.

M. Renewal of Certificates.

1. All teachers who hold first, second, or third grade or limited provisional certificates issued by the Delaware State Department of Public Instruction or standard certificates issued by the Wilmington School District prior to 1934 (certificates which are no longer issued) who are: 1) 65-years of age; or 2) are eligible for retirement either at 60-years of age with 15 years of service, or with 30-years of service, will not be required to take any further courses for certificate renewal.

2. The certificates referred to in Types of Certificate, Section B, which have lapsed since June 30, 1932, may be renewed upon the completion of a refresher course of not less than six semester hour credits previously approved by the Delaware State Department of Public Instruction, provided the most recent teaching experience was satisfactory.

3. "Upon the expiration of a Professional Status Certificate, it shall be renewed provided the teacher shall have been employed for at least three school years during the aforesaid five-year term in the type of position for which the certificate was issued."

(Delaware Code, Title 14, §1203; See also Types of Certificates Section A)

4. A provisional certificate is not renewable. (See "L" above, Failure to Meet Requirements)

5. A standard certificate is renewable. (See Types of Certificates, Section B, and Section C, 1 and 2.)

6. A limited/standard certificate is not renewable. (See "L" above, Failure to Meet Requirements)

7. An emergency certificate is valid for one year and is not renewable. However, if an applicant was employed on the basis of an emergency certificate in the immediate prior year, a new certificate may be issued upon request and recommendation of the Superintendent of Schools of a local Delaware school district and completion of:

   a. (academic) - six semester hour credits of collegiate work leading to a degree in teacher education;

   b. (trade and industry) - six semester hour credits of approved professional education leading to standard certification in trade and industry.

N. Revocation of Certificates.

1. "A professional Status Certificate may be revoked upon dismissal for immorality, misconduct in office, incompetency, willful neglect of duty or disloyalty, provided full and fair hearing and appeal shall have been allowed as set forth in this title.

   A teacher shall not forfeit his Professional Status Certificate and his rights appertaining if he be transferred against his will to an educational position for which he is not certified." (Delaware Code, Title 14, §1204).

2. Any certificate other than that of Professional Status may be revoked by the State Superintendent of Public Instruction for the reasons of immorality, misconduct in office, incompetency, willful neglect of duty, disloyalty or falsification of credentials, provided the holder shall have the opportunity for a full and fair hearing before the Superintendent or his designee.

3. In accordance with the Professional Employee Contract adopted by the Delaware State Board of Education, there are conditions under which the State Superintendent of Public Instruction may suspend or revoke the certificate of an employee. (See Professional Employee Contract, State Board of Education, Current Edition, Appendix A.)

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O. Foreign Credentials

Applicants with study outside the United States should submit academic credentials either in the original or in legible certified reproductions. A notarized translation accompanying the original will be required. The translation will assist the Certification Office in determining the applicant's certification status. Processing of such credentials will usually require at least six weeks.

In making application for certification, the individual with foreign credentials must follow the standard procedure for all applicants. Any teaching experience claimed must be properly verified.

If an applicant with foreign credentials is unable to provide all the required information, a certificate to teach in Delaware cannot be issued. (See also Types of Certificates, Section 8. a., b., c.)

P. Provisions for Exceptions and Changes:

1. An exception to the existing certification regulations may be made by the State Superintendent of Public Instruction at the request of the local chief school officer. A request of such exception should be addressed to the State Director of Certification and Personnel who, after documentation, will refer it to the State Superintendent of Public Instruction with recommendations.

2. a. In the event of the consolidation of school districts where reassignment of certificated personnel is necessary, the following rules shall apply:

Personnel shall be considered to be certificated for the position to which assigned and a certificate issued.

Such certificate or certificates shall be valid in the consolidated district for the duration of the assignment or subsequent assignments resulting from consolidation.

(Adopted by the State Board of Education on June 6, 1967, in reference to the Delaware Education Advancement Act, Laws of Delaware, Vol. 56, Chapter 292.)

b. In the event of consolidation of districts after July 1, 1969, and in accordance with Delaware Code, Title 14, §1027, the provisions stated (in 2.a. above) shall apply, but for no more than two years following the date of consolidation.

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CERTIFICATION AGREEMENTS - RECIPROCITY

The Delaware State Board of Education has entered into several certification agreements with other state education agencies and also accepts for full certification graduates of teacher education programs which have been accredited by a state or national approval agency. These agreements have been made in order to provide a greater degree of interstate reciprocity in granting certification to professional educators seeking employment in Delaware.

A. National Council for Accredication of Teacher Education (NCATE)

A graduate of a teacher-education program that is on the approved list of the National Council for Accreditation of Teacher Education (NCATE) who graduated after the program was NCATE accredited and who is fully recommended by the college will be certificated automatically.

B. Northeast Compact States - (Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont)

1. A graduate of a program in Elementary Education in any one of the above Northeast Compact states who graduated after June 1, 1955, is eligible for standard certification in Delaware provided the program is approved by the State Education Agency in the state in which the institution is located and the institution is accredited by the regional or national accrediting agency and the applicant is recommended for teaching by the institution.

2. An applicant for a secondary classroom certificate with a bachelor's degree who holds a valid initial regular certificate for classroom teaching from any one of the Northeast Compact states will be issued a Delaware limited/standard certificate for the same teaching area. A standard certificate may be issued after three years of successful teaching in a Delaware public school in the certificated area.

C. NASDTEC Certification Reciprocity System
(National Association of State Directors of Teacher Education and Certification)

A graduate of a teacher-education program approved by a State Education Agency on the basis of the standards and procedures as specified in the Standards for State Approval of Teacher Education (revision of U.S.O.E. Circular 351) and who is fully recommended by the instiution, will be certificated automatically in Delaware for the major teaching area.

D. Interstate Agreement on Qualifications of Education Personnel

1. Classroom Teacher

a. An applicant with a bachelor's degree granted after January 1, 1964 in teacher education whose program is on the list of approved programs for the Interstate Agreement will be automatically certificated to teach in Delaware in his major area if he is fully recommended for teaching by the degree granting institution.

b. An applicant with a bachelor's degree who holds a valid initial regular certificate from one of the states in the Interstate Agreement and who has at least 27 months of successful teaching experience within the immediate past seven years with at least 18 months of that teaching under the certificate now offered is eligible for a Delaware certificate in the same area. (A copy of the certificate and verification of experience is required.)

2. All other certificated education personnel (Except Chief School Officers and Assistant Superintendents)

An applicant from one of the states in the Interstate Agreement who holds a valid initial regular certificate from the state and who has a minimum of 27 months of successful performance of professional school services under the certificate is eligible for a Delaware certificate in the same area if he has attained the same degree level of education required by Delaware. (A copy of the certificate and verification of experience is required.)

E. Certificated Educational Personnel from Other States
(Except local District Superintendent)

An applicant with a bachelor's degree who is fully certificated in another state and who has a minimum of three years of satisfactory experience within the immediate past ten years in the specific teaching area covered by that certificate will be certified in that area if he meets the total number of credits required by Delaware in professional education and the specific field, but not necessarily the specific courses required in Delaware if he has attained the same degree level of education required by Delaware.

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TYPES OF CERTIFICATES

Delaware issues seven types of credentials for educational personnel which are described below.

A. Professional Status

"Teachers who fully meet the initial requirements for certification by the certifying boards to which this chapter applies, and who have served for a period of three years under the authority of the certifying board in the type of position for which the certificate is appropriate, shall be issued a 'Professional Status' certificate. Such Professional Status certificate shall be issued to cover a term of five years." (Delaware Code, Title 14, §1202)

The Professional Status certificate is issued only to classroom teachers as indicated in the Delaware Code, Title 14, §1202.

The Attorney General has ruled that the three years' service must be immediately prior to the issuance of the initial Professional Status Certificate; otherwise, the teacher must meet requirements for issuance and/or renewal of an initial certificate. (Opinion dated July 1, 1955.)

B. Regular Standard

An initial Standard Certificate is issued normally for a period of ten years to an applicant who has met all the requirements of the General Regulations and the specific requirements for the certificate. (Exception: Intern Certificate which is issued for one year. See Specific Requirements; see also General Regulations K.)

C. Limited/Standard

May be issued to:

1. An applicant who meets all course requirements for the Standard Certificate but who has been out of college ten years or more. Six semester hours of refresher credits will be required of such an applicant for the issuance of the Standard Certificate.

or

2. An applicant who holds a Delaware Standard Certificate but who has not taught on that certificate for at least three years during the last ten years. Six semester hours of refresher credits will be required of such an applicant for renewal of the Standard Certificate.

or

3. An applicant who meets the requirements for the Limited/Standard as set forth in the Specific Requirements for any particular certificate. (See Specific Requirements)

or

4. An applicant with at least a Bachelor's degree, or a Provisional Certificate-Industrial, who is within nine semester hours of meeting the stated requirements for his certificate as outlined herein and who agrees to remove the deficiencies within the time limit provided he has satisfactorily completed student teaching or one year teaching experience at the appropriate level. The applicant who has been issued a certificate below the limited/standard may be issued a limited/standard when he has met the conditions of this regulation. In the case of the latter applicant, the total time limitation for meeting the standard requirements is that originally prescribed when the certificate below the limited/standard was issued. (This rule does not apply to all certificates, see 3 above and Specific Requirements.)

or

5. An applicant who meets all other requirments but who has not successfully completed clinical and/or field experience including student teaching at the appropriate level. (K-3; Elem. 1-8; Secondary 7-12)

or

6. An applicant who is a graduate in an approved secondary education program or who holds a valid initial regular certificate in one of the Northeast Compact States. (See Certification Agreement)

or

7. An applicant who is:

   a. an exchange teacher from a foreign country;

   or

   b. a teacher in an exchange program organized between states and/or schools and/or institutions of higher education and/or state education agencies within the United States;

   or

   c. a teacher from a foreign country who holds a valid certificate from that country and a degree equivalent to a Bachelor's degree

as defined in the United States.

or

8. An applicant for a specialized assignment for which no certificate is defined, who possesses the competencies and skills required for the special assignment needed in the Delaware Public School System (example: museum curator, laboratory technician, professional). The applicant's credentials, including evidence of the skills and competencies, will be collected by the employing district and sent to the Delaware State Department of Public Instruction along with a job description of the special assignment. A determination regarding certification will be made by the Delaware State Department of Public Instruction.

* * * * * *

All Limited/Standard certificates shall be issued with a time limitation of three years to allow for the completion of the requirements prescribed at the time of the issuance of the certificate.

A Limited/Standard certificate carries the same salary as a Standard certificate.

A Limited/Standard certificate is issued only at the request of the employing district.

The Standard certificate may be issued to replace the Limited/Standard when all requirements have been met and the applicant is recommended by the Chief School Officer in the local school district where employed. (See General Regulations, Section "O")

D. Provisional (Substandard)

May be issued to:

1. Academic Classroom teachers

An applicant for a Standard teaching certificate who holds a bachelor's degree but who is not fully certified and who is working on a planned program toward full certification.

Provisional academic certificate are not issued for all positions. (See Specific Requirements)

All academic Provisional certificates shall be issued for a period limited to three years in order to allow for the completion of the requirements as prescribed at the time of issuance of the certificate.

* Salary for the academic Provisional certificated person shall be ten percent (10%) less that the salary for the Standard certificated person.

2. Trade and Industry Classroom Teachers

An applicant for a Standard trade and industry certificate who has a high school education and six years of work experience or two years beyond the learning period in a trade or industrial occupation in the trade to be taught and who agrees to complete sixty semester hours of approved professional education leading to full certification.

All trade and industry Provisional certificates shall be issued for a period limited to six years in order to allow for the completion of the requirements as prescribed at the time of the issuance of the certificate.

*Salary for the trade and industry Provisional certificated person shall be $200 less than the salary for the Standard T&I certificated person.

E. Emergency - (Temporary) (Substandard)

When written notice is received from the local chief school officer at the direction of the local board of education that a fully certificated person cannot be found for a particular position, an Emergency certificate may be issued after August 15 for a period of no longer than one school year if the applicant meets the following minimum requirements:

1. Academic

a. A non-degree applicant for a regular teaching position who is currently engaged in pursuing a bachelor's degree and who has completed all professional education requirements including student teaching but who lacks no more than six semester hours of credits for completion of degree requirements;

or

b. A non-degree applicant for a regular teaching position who has completed no less than two years of college training and who has no less than three years of successful teaching experience;

or

c. An applicant who is a graduate of a non-accredited college. No higher level certificate may be issued until the degree is validated by a means listed in the General Regulations, section "I" or "E".

*Salary for the academic Emergency certificated person shall be twenty percent (20%) less than the salary for the Standard certificated person.

"If a teacher holding a Temporary certificate who has been in the employ of the terminating board for ten consecutive years immediately preceding any action commenced under this Chapter, the provisions of Section 1410, 1411, 1412, 1413, and 1414 of this Title shall apply. This subsection shall not apply after June 30, 1975." (Delaware Code, Title 14, §1403 (b).

2. Trade and Industry

A non-degree applicant for a teaching position who has six years of work experience or two years beyond the learning period in a trade or industrial occupation in the trade to be taught.

*Salary for the trade and industry Emergency person shall be $400 less than the salary for the Standard T & I certificated person.

F. Partial Teaching Assignment

When a written request is received from the local chief school officer, a partial teaching assignment of no more than two (2) classes or periods may be authorized for one (1) year if the person assigned the partial meets the following requirements:

1. Holds a currently valid Delaware standard teaching certificate in a field other than that in which the partial assignment is to be made, and

2. Has at least fifteen (15) semester hours in the partial area of assignment.

G. Permit, Aides

A permit shall be required for all persons employed either full time or part time as school or classroom aides with local, state, federal or other funds.

H. Permit, Substitute Teacher (Delaware Code, Title 14, §1230)

Class A - May be issued to an applicant who holds, or is eligible to hold a valid Standard Delaware teacher's certificate or such a certificate that has expired.

Class B - May be issued to an applicant with or without a bachelor's degree who meets at least the requirements for an Emergency certificate (See Types of Certificates, Section "E" above).

Class C - A Class C certificate may be issued to an applicant who is not eligible for either Class A or Class B certification but who is recommended to the State Superintendent of Public Instruction by the chief school officer of a Delaware school district.

Class D - In further compliance with Title 14, §1230, the State Board of Education hereby established a Class D substitute teacher certificate as follows:

Class D - A Class D certificate may be issued to an applicant who is eligible for or holds a Class A, B, or C certificate, but who prefers on a given date to perform substitute teaching assignments as a volunteer worker, or at a wage rate to be determined by the Board of Education of the employing school district.

Note: Your attention is called to the fact that there must be local Board action to implement this classification. (Class D Substitute - Approved by the State Board of Education, December 16, 1971.)

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

REASSIGNMENT OF PERSONNEL
CHANGE OF CERTIFICATE LEVEL OR CONTENT AREA

The purpose of this section is to give a quick guide to the school district facing a declining enrollment and thus may need to reassign a teacher to an area for which he is not fully certificated. The following possibilities exist in these rules and regulations:

1. Reassignment with a provisional certificate to the new area. See Types of Certificates - Provisional and Specific Requirements for the new area of assignment.

2. Reassignment with a limited/standard certificate to the new area. See Types of Certificates - limited/standard 4 and 5 and Specific Requirements for the new area of assignment.

3. Reassignment with a standard certificate to the new area. See General Regulations, Section I, Proficiency Examinations 2 and 3.

Note: All of the information in this section is taken from the text of this manual. The following pages of this section summarize the conversion policies.

Approximate course requirements are given for various conversion possibilities. Exact requirements will need to be determined for the new area by consulting the section - Specific Requirements.

I. Secondary Level (7-12) to Early Childhood Level

A. General Education

No course work required if the bachelor's degree includes at least one course in social studies, English, mathematics, and science. (Most bachelor degree programs do include course work in all four areas.)

B. Professional Education (usually would need 27 semester hours)

6 sem hrs.	Teaching of reading
6 sem hrs.	Child development
3 sem hrs.	Kindergarten methods
12 sem hrs.	Elementary methods including mathematics, science, social studies, and language arts

C. Experience

One year successful experience in teaching Kindergarten-Primary (K-3)

During the transition period the teacher could be issued a provisional certificate and would have three years to complete the course work needed. (See Types of Certificate-Provisional)

II. From Secondary Level (7-12) to Elementary Level (1-8)

A. General Education

No course work required if the bachelor's degree includes at least one course in social studies, English, mathematics, and science.

B. Professional Education (usually need 21 - 24 semester hours)

6 sem hrs.	Teaching of reading
3 sem hrs.	Child development
3 sem hrs.	Sociology (may not need)
12 sem hrs.	Elementary methods including mathematics, science, social studies, and language arts

C. Experience

One year successful experience in teaching elementary (1-8)

During the transition period the teacher could be issued a provisional certificate and would have three years to complete the course work needed. (See Types of Certificates-Provisional)

III. From Secondary Level (7-12) to a specific area of Special Education

A. General Education - Satisfied by a bachelor's degree.

B. Professional Education (usually need 28 semester hours)

3 sem. hrs.	Methods of teaching reading
3 sem. hrs.	Methods of teaching mathematics
3 sem. hrs.	Introduction to exceptional children
3 sem. hrs.	Behavior problems and/or behavior management
3 sem. hrs.	Review and research in the specific area of special education
3 sem. hrs.	Methods of teaching in the specific area of special education
3 sem. hrs.	Identification diagnosis and assessment of exceptional children in the specific area of special education
6 sem. hrs.	Electives in the specific area of special education

C. Experience

One year successful experience in teaching in the specific area of special education

The teacher would need at least six semester hours as listed under Limited/Standard - Exceptional Children before a limited/standard certificate could be issued. No provisional certificates are issued. (See Specific Requirements - Exceptional Children)

This teacher would have three years to complete the requirements for the standard special education certificate.

IV. From Elementary Level (1-8) or Early Childhood Level (K-3) to an area of Special Education

A. General Education - Satisfied by a bachelor's degree.

B. Professional Education (usually need 21 semester hours)

3 sem. hrs.	Introduction to exceptional children
3 sem. hrs.	Behavior problem and/or behavior management
3 sem. hrs.	Review and research or survey course in the specific area of special education

3 sem. hrs. Methods in the specific area of special education

3 sem. hrs. Identification diagnosis and assessment of exceptional children in the specific area of special education

6 sem. hrs. Electives in the specific area of special education

C. Experience

One year successful experience in teaching in the specific area of special education

The teacher would need at least six semester hours as listed under Limited/Standard - Exceptional Children before a limited/standard certificate could be issued. No provisional certificates are issued. (See Specific Requirements - Exceptional Children)

This teacher would have three years to complete the requirements for the standard special education certificate.

V. From Elementary Level (1-8) to Secondary Level (7-12)

A. General Education - Satisfied by a bachelor's degree.

B. Professional Education

3 sem. hrs. Methods at secondary level (7-12)

C. Specific Teaching Field (Science, Mathematics, Social Studies, etc.)

Usually the elementary teacher has completed a minor in a specific subject field of approximately 18 - 24 semester hours. When the elementary teacher does have a minor subject field, he would usually need an additional 12-18 semester hours in order to complete the requirements for a secondary teaching field. Therefore, the usual elementary teacher converting to a secondary field would need 15-21 semester hours.

D. Experience

One year successful experience teaching secondary level (7-12)

During the transition period the teacher could be issued a provisional certificate and would have three years to complete the course work needed. (see Types of Certificates - Provisional)

VI. Change in Certificate through Proficiency Examinations

A. The National Teacher Examinations may be taken to complete six semester hours of course work required for a certificate if the

applicant has one year of successful teaching experience in the area of certification. (See General Regulations, Section I-2)

B. The National Teacher Examination may be taken as a substitute for course work for an additional teaching field. This applies to a person who is fully certificated and who has satisfactory experience in his major teaching field and who wishes to qualify for another teaching field. (See General Regulations, Section I-3)

DELAWARE
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CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SPECIFIC STATE REQUIREMENTS

This section applies only to those applicants who have not completed an approved teacher education program or who are not eligible for a standard certificate under the reciprocity agreements. (See Certification Agreements-Reciprocity)

Each specific area lists the minimum requirements for the standard certificate. Several alternatives are open to the applicant. Standard certificates are issued to all eligible applicants.

Certificates below the Standard are issued only to applicants who are employed in Delaware Public Schools and at the request of the employing school district and in accordance with the General or Specific Requirements for the particular substandard certificates.

The Specific Requirements also indicate the certificates below the Standard which may be issued in any particular teaching area at the request of a Delaware Public school.

School districts are requested to assign titles to positions which are recognized in these regulations. If use of very specific but unrecognized titles are necessary, a job description should be formulated and submitted in advance of the appointment thus enabling the Delaware State Department of Public Instruction to determine the appropriate certificate for the position.

PROFESSIONAL GROWTH GRADUATE PROGRAMS

(*B+15, B+30, M+15, M+30, and M+45)

Rationale and Philosophy

An Act to amend Chapter 13, Title 14, Delaware Code entitled "State Supported Salary Schedules for School Employees" and to provide appropriations therefor was passed by the legislature and signed into law by the Governor in 1956. This law authorized the State Board of Education to define and set policies for the Plus 30 graduate credits as it applied to the state supported salary schedules (50 Delaware Laws, Chapter 602).

House Bill 1274 signed by the Governor on July 1, 1976 provided for additional state supported salary increments for school employees as follows: Master's degree plus 45 credits effective July 1, 1976; Master's degree plus 15 credits effective July 1, 1977; and a Bachelor's degree plus 15 credits effective July 1, 1978 (60 Delaware Laws, Chapter 511, H.B. 1274, approved July 1, 1976).

In order to draw all the policies for the plus programs under one comprehensive, consistent policy it is recommended that the old Plus 30 policies be revised; and, the revision, henceforth, be known as Rules and Regulations for Professional Growth Graduate Programs (B+15, B+30, M+15, M+30, M+45).

The policy for the Professional Growth Graduate Programs was recommended by a committee composed of certification and personnel staff and representatives from the field and the institutions of higher education. This proposal is divided into the following areas: Rationale and Philosophy, Rules and Regulations, Defintions and Explanation of Terms Used in This Program, and Applications Procedures.

Professional Growth Graduate Programs (B+15, B+30, M+15, M+30, and M+45) have been developed and funded for the express purpose of improving the quality of the instructional program provided children and youth attending the elementary and secondary schools of Delaware. To achieve this objective, these programs seek to encourage educators or professional staff members to engage in a continuous, career-long process of professional development. Through graduate studies, undergraduate studies, inservice credits, and professional-growth credits educators or professional staff members are encouraged to develop new and expanded skills, attitudes, and understandings designed to enhance educational practices and provide additional strategies and tactics for achieving educational objectives. Thus, Professional Growth Graduate Programs should be ongoing, changing, responsive programs with the purpose of assisting and encouraging inservice school personnel to engage in a process of professional self-renewal.

*Effective date - July 1, 1978 (B+15)

I. RULES AND REGULATIONS

1. Acceptable Grades

All grades for credit submitted for a Professional Growth Graduate Program must be a grade that earns graduate credit and quality points in the granting institution. In the case of credits earned on a "pass-fail" basis, a grade of "pass" will be accepted.

2. Acceptable Credits

Credits for the Professional Growth Graduate Programs (B+15, B+30, M+15, M+30, and M+45) must be earned after the Bachelor's degree. They may be graduate, undergraduate, or inservice. Up to nine (9) professional growth credits may also be counted. Undergraduate and graduate credits must be earned at a regionally accredited institution of higher learning. Any credits not counted toward a degree shall be counted in the B+15, B+30, M+15, M+30, or M+45 programs. Undergraduate, inservice, and professional growth credits shall have the prior approval (before submission to DPI Certification) of the employing school district superintendent, or his designee. These credits shall be relevant and usable by the applying employee.

Credits not cumulative are those earned prior to, and counted toward, the awarding of a Bachelor's degree. Credits earned after the Bachelor's degree and not counted in a Master's degree will be counted toward the Professional Growth Graduate Programs (B+15, B+30, M+15, M+30, and/or M+45).

For Trade and Industry teachers, a Bachelor's degree equivalent is two years of college and six years of work experience, Delaware Code §1301.

3. Salary Increment

A Delaware standard or limited/standard certificate must be held by the applicant before a Professional Growth Graduate Program salary increment will be approved.

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4. Admittance to Graduate School

Applicants for a Professional Growth Graduate Program need not be admitted to a graduate school in order to have graduate level courses accepted for these programs.

5. Acceptable Professional Degrees

Professional degrees earned in areas other than professional education will not be accepted for the Professional Growth Graduate Program. Individual courses in these areas will be considered for acceptance in the Professional Growth Graduate Program upon receipt of a written rationale from the applicant with an endorsement by his/her local employing school district superintendent.

6. Usable Credits

All credits and programs to be accepted for Professional Growth Graduate Program state supported salary increments must be relevant and usable to the professional school employee and may be approved or disapproved by the local employing school district superintendent.

7. Excess Graduate Level Credits

Graduate level credits earned after a Bachelor's degree or before earning a Master's degree can be used in the B+15 and the B+30 Professional Growth Graduate Programs so long as the same credit is used only one time.

Credits earned in excess of those required for the Master's degree by the granting institution can be used in a M+15, M+30, and M+45 Professional Growth Graduate Program.

8. Effective Date of Salary Adjustment

The salary adjustment will be made after the evaluation and approval of the candidate's application by the Division of Certification and Personnel, State Department of Public Instruction. The adjustment will be authorized to be made retroactive to the first of the month following the date certified by the institution of higher education as to when the program or credit was completed.

Retroactive salary adjustment may be by a single payment or by payments divided equally among all the pay periods remaining in a current fiscal year as may be determined by the district or state fiscal officers. No salary credit may be retroactive into a prior fiscal year.

9. Appeals Committee

A committee will be called to review and make recommendations regarding an appeal which may result as these rules are administered. The committee members to be called will be composed of the following:

a. one representative from the professional organization which represents the applicant

b. one staff member from the Delaware Department of Public Instruction

c. one representative from the Delaware Chief School Officers organization.

When needed, the committee will be convened by the Director of Certification and Personnel.

II. DEFINITIONS AND EXPLANATION OF TERMS USED IN THIS PROGRAM

1. Graduate Level Course

Any course to be used herein which is offered at a regionally accredited college or university which is considered graduate level at that institution.

2. Undergraduate Course

Any course to be used herein which is offered by a regionally accredited college or university which carries college credit for an Associate or Bachelor's degree.

3. Inservice Project Credits

Any project course offered by a Delaware local school district which has the approval of the Delaware State Department of Public Instruction or any course offered by the Delaware State Department of Public Instruction. (To be used in a Professional Growth Graduate Program these courses must have the prior approval of the local employing school district superintendent.)

Inservice courses which are sponsored and approved by another state education agency will also be accepted provided they have the approval of the superintendent of the local employing school district. (These courses need not carry college credit.)

4. Professional-Growth Credits

Individual activities, i.e., projects, travel, and work experience, which contribute to the professional growth of the school employee in his/her assignment. Professional-growth credits must have the prior approval of the Delaware State Department of Public Instruction and the local employing school district superintendent. A written evaluation report by the individual earning the credit will be required at the conclusion of the activity.

5. Credit Calculation

All credits must be expressed in terms of semester hours. College or university credits expressed in quarter hours will be converted to semester hours by multiplying the number of quarter hours by two-thirds. In the case of inservice credits, 15 clock hours of class time is considered the equivalent of one credit. Credits earned for professional growth activities will be calculated in the same manner as inservice credits.

III. APPLICATION PROCEDURES

1. It is the responsibility of the applicant to secure the proper form from his local school district office, to complete the form, and to return it to his/her school district office for transmittal to the Office of Certification and Personnel, State Department of Public Instruction, Townsend Building, Dover, Delaware 19901.

2. It is the responsibility of the applicant to arrange for the appropriate authority or institution to provide verification, if needed, regarding graduate level of courses or any other information that might be needed to support his/her application for Professional Growth Graduate Program.

3. Application for evaluation should not be submitted prior to the completion of a Professional Growth Graduate Program.

4. Specific questions and concerns which an applicant may have concerning his/her Professional Growth Graduate Program must be submitted in writing to the Certification and Personnel Office via his/her local school district office.

NOTE: See sample of the application form for approval of B+15, B+30, M+15, M+30, and M+45 in the Appendix, page 165.

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ADMINISTRATIVE - ADMINISTRATIVE ASSISTANT

I. Requirements for the Standard Certificate

A. Master's degree from an accredited college, and;

B. Minimum of three years of teaching or administrative experience or other non-education experience deemed equivalent, and;

C. Specific training or satisfactory experience including internship and/or field work. If assigned to area of business, the applicant must meet the minimum requirements as specified for Business Manager.

II. Requirements for the Limited/Standard Certificate

Issued for a period of three years at the request of a Delaware Public School to a person employed as an Administrative Assistant to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Requirements of I. A. and B. above, and;

B. Within three semester hours of meeting all course requirements in I. C. above. (See Specific Requirements - School Business Manager)

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL EMPLOYEES

ADMINISTRATIVE - ASSISTANT SUPERINTENDENT FOR CURRICULUM OR BUSINESS

This certificate to be used for a person employed to be in charge of such specialized areas as curriculum or school business except as indicated below.

I. Requirements for the Standard Certificate

A. Assistant Superintendent in charge of Curriculum

1. Master's degree plus 30 graduate credits

2. The graduate credits must have major emphasis in curriculum development and include some work in supervision. Field experience and/or internship will be most desirable.

B. Assistant Superintendent in charge of School Business

1. Master's degree plus 30 graduate credits

2. Must meet the Specialized Professional Preparation requirements for a School Business Manager with field experience and/or an internship desirable.

II. Requirements for the Limited/Standard Certificate

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed as an assistant Superintendent for areas listed above to allow for the completion of the requirements for the standard certificate as listed under Section I.A. and B. above.

A. Assistant Superintendent in charge of Curriculum

1. Master's degree from an accredited college, and;

2. Within 9 semester hours of meeting total requirements in I. A. above.

B. Assistant Superintendent in charge of School Business

1. Master's degree in business administration, accounting, or engineering.

2. Within 9 semester hours of meeting total requirements in I. B. above (see Specific Requirements - School Business Manager)

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

****

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ADMINISTRATIVE - DIRECTOR

For persons employed to be in charge of specialized area or division

I. Requirements for the Standard Certificate

A. Master's degree from an accredited college with a major in Educational Supervision and Curriculum or Educational Administration plus 30 graduate credits with major emphasis in the specialized area to be directed.

- OR -

Master's degree from an accredited college plus 30 graduate credits to include the following:

1. Major emphasis of advanced course work should be in the specialized area, and;

2. Advanced course work in curriculum development and supervision if appropriate to the job assignment, and;

B. Three years of teaching or administrative experience in the area to be directed.

II. Requirements for the Limited/Standard Certificate (not renewable)

A. Master's degree plus 30 graduate credits with major emphasis in the specialized area to be directed and;

B. Requirements as listed in I. B. above, and;

C. Within 6 semester hours of meeting courses required in Supervision and Curriculum if appropriate to the job assignment or is within 6 semester hours of the plus 30 graduate credits in the specialized area.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See Above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ADMINISTRATIVE - ELEMENTARY PRINCIPAL OR ASSISTANT PRINCIPAL

Required for a principal of a building (containing grades K-8) designated as an elementary school and valid for a principal of a building (containing grades 5-8) designated as a middle school.

I. Requirements for the Standard Certificate

A. Master's Degree from an accredited college, and;

B. Minimum of three years' successful experience as an elementary school teacher or two years elementary teaching experience and one year of internship. (If that elementary teaching experience is other than as a classroom teacher, a minimum of one course in the teaching of reading and one course in elementary mathematics methods will be required.)

- AND -

C. Specialized Professional Preparation

1. Master's degree from an accredited college in an approved Elementary School Administration program.

- OR -

2. Completion of an approved graduate program in elementary school administration

- OR -

3. Any master's degree with a two or three hour semester course at the graduate level in each of the following areas:

General School Administration
Elementary School Administration
Supervision
Curriculum Development
School Business Management

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed as an Elementary Principal to allow for the completion of the

requirements for the standard certificate as listed under Section I above.

A. Requirements as listed in I. A. and B. above, and;

B. Four courses as required in I. C. 3 above.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ADMINISTRATIVE - OCCUPATIONAL/VOCATIONAL SCHOOL PRINCIPAL OR ASSISTANT OCCUPATIONAL/VOCATIONAL SCHOOL PRINCIPAL

Any person designated as Principal in a Vocational/Technical High School (day or evening) must meet the requirements as described below:

I. Requirements for the Standard Certificate

A. Standard Occupational/Vocational Certification and an earned Bachelor's degree from an accredited college in an area of Vocational Education, and;

B. Minimum of three years' teaching experience in an occupational/vocational field or two years' occupational/vocational teaching experience and one year internship, and;

C. Specialized Professional Preparation

1. Master's degree from an accredited college in an approved Occupational/Vocational School Administration program

- OR -

2. Master's degree from an accredited college in Occupational/Vocational Education with a minimum of one course in Vocational Administration and one in Supervision

- OR -

3. Master's degree from an accredited college in Secondary Administration with one (two or three semester hours) course in each of the following areas:

Vocational School Administration
Vocational Curriculum Development
Supervision of Instruction
School Facility Planning

- OR -

4. A minimum of 30 graduate credits beyond the bachelor's degree. Credits shall include one (two or three semester hours) course in each of the following areas:

Vocational School Administration
Vocational Curriculum Development
Supervision of Instruction
School Facility Planning

II. Requirements for the Limited/Standard Certificate

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed as a Principal in a Vocational Technical School to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Requirements of I. A. and B. above and;

B. Within one course as required in I. C. 2, 3, or 4.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See Above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ADMINISTRATIVE - PRINCIPAL OF A SCHOOL FOR EXCEPTIONAL CHILDREN

Required for a principal of school for exceptional children

I. Requirements for the Standard Certificate

A. Master's degree from an accredited college, and;

B. Certification in that area of exceptionality, and;

*C. Three years of teaching or associated experience in that area of exceptionality, and;

D. Elementary/secondary principal's credentials (see Specific Requirements - certificates 41 and 43)

*Addition of the work-associated experience would allow a psychologist, diagnostician, etc. to be eligible for such a position provided he met the other requirements

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements as listed below and who is employed as a principal of a school for exceptional children to allow for the completion of the requirements for the standard certificate as required under Section I. above.

A. Requirements as listed in I. A., B., and C. above, and;

B. Four courses as required for either the elementary or secondary principal certificate. (See Specific Requirements - Elementary or Secondary Principal)

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ADMINISTRATIVE - SECONDARY SCHOOL PRINCIPAL OR ASSISTANT PRINCIPAL

(Required for a principal of a building containing grades 7 - 12 designated a junior high school or senior high school and valid for a principal of a building containing grades 5 - 8 designated a middle school.)

I. Requirements for the Standard Certificate

A. Master's degree from an accredited college, and;

B. Minimum of three years' successful experience as a secondary school teacher or two years' secondary teaching experience and one year internship, and;

C. Specialization Professional Preparation

1. Master's degree from an accredited college in Secondary School Administration

- OR -

2. Completion of an approved graduate program in secondary school administration

- OR -

3. Any Master's degree with a two or three hour semester course at the graduate level in each of the following areas:

Secondary School Administration
Supervision
Curriculum Development
School Business Management
Administration and Interpretation of Tests

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed as a Secondary Principal to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Requirements as listed in I. A. and B. above, and;

B. Four courses as required in I. C. 3 above.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ADMINISTRATIVE - SPECIALIST

DEPARTMENT OF PUBLIC INSTRUCTION

I. Requirements for the Standard Certificate

A. Master's degree from an accredited college with a major in the Educational Speciality

-OR-

Master's degree from an accredited college and including the following:

1. Eighteen (18) semester hours of graduate course work in the area of specialization, and;

2. Six (6) semester hours to include a course each in supervision and curriculum development if appropriate to the job assignment

-AND-

B. Three years of teaching experience or work experience in the area of specialization.

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of the Delaware Department of Public Instruction to a person who meets the requirements listed below and who is employed as a Specialist to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Master's degree from an accredited college, and;

B. Requirements as listed in I. B. above, and;

C. Within six (6) semester hours of meeting all courses required.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ADMINISTRATIVE - SUPERINTENDENT

Required for the superintendent and the general assistant superintendent in all school districts.

I. Requirements for the Standard Certificate

A. Master's degree plus 30 graduate credits, or 60 graduate credits including a master's degree, or a doctor's degree from an accredited college or university, and;

B. Experience-

Three years' teaching experience or two years of teaching and one year of supervised internship in a 60 semester hour planned program for school administration, and;

C. Specialized Professional Preparation-

A major in school administration and its related areas to include courses in each of the following areas: curriculum, supervision, business administration, and personnel administration

II. Requirements for the Limited/Standard Certificate

Issued for a period of three years at the request of a Delaware Public School Board of Education to a person employed as Superintendent to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Requirements as listed in I. A. and B. above

B. Within 9 semester hours of course work as required in I. C. above or those required in the 60 hours program.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ADMINISTRATIVE - SUPERVISOR

I. Requirements for the Standard Certificate

A. Master's degree from an accredited college with a major in Educational Supervision and Curriculum

- OR -

Master's degree from an accredited college which includes the following:

1. Advanced course work with a major emphasis in an area to be supervised, and;

2. Advanced course work in professional education, including supervision and curriculum development, and;

B. Three years of teaching experience in the area to be supervised.

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed as a Supervisor to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Master's degree from an accredited college and;

B. Requirements as listed in I. B. above, and;

C. Within 6 semester hours of meeting courses required in Supervision and Curriculum

****

CERTFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ADULT EDUCATION

Requirements for the Standard Certificate

A. Teachers (Basic and General)

For teaching adult basic education including literacy education, preparation for naturalization, general adult education including academic and cultural education, civic and public affairs education:

1. Degree and/or experience requirements
   a. Bachelor's degree in adult, elementary, or secondary education from an accredited college.

- OR -

   b. Bachelor's degree in liberal arts with a major in social studies or English from an accredited college.

- OR -

   c. Associate degree from an accredited post-secondary college with two (2) years of documented experience in teaching of adults

- OR -

   d. Bachelor's degree in education or liberal arts with a minimum of one (1) year training or documented experience in special or closely allied fields to education.

- OR -

   e. Three (3) years experience in a special field or demonstrated expertise with additional training in techniques of working with adults.

- OR -

   f. Through competency examinations as approved by the Delaware State Department of Public Instruction.

- AND -

2. Specialized adult education preparation

Satisfactory completion of either professional growth or college credits in three adult education courses under higher education sponsorship selected from the following:

Introduction to Adult Education
Strategies for Teaching Adults
Psychology of Adult Learners
Materials and Methods in Adult Education
Practicum in Adult Education
Attitudinal Aspects of Teaching Adults
Curriculum Planning in Adult Education
Adult Reading
Recruitment and Retention
Characteristics of Adult Learners
Other courses or professional growth credits as approved by the Department of Public Instruction

- OR -

Out-of-state transfer of three staff development courses approved through the Department of Public Instruction

- OR -

Completion of two (2) adult education summer institutes under higher education or state education agency sponsorship

- OR -

Completion of six (6) inservice credits in adult education under higher education or state education agency sponsorship

- OR -

Completion of two (2) inservice credits and one (1) year of documented satisfactory internship or employment as a teacher, counselor, or administrator in an approved adult program under higher education or the state education agency sponsorship.

B. Teacher of Adult Secondary Education

1. Requirements same as for Secondary Education in addition to specialized requirements listed in Section A. 2. (see Specific Requirements for Area Teaching).

C. Teacher Aides

1. Qualification same as for other teacher aides excepting that a State Board of Education document of General Educational Development may satisfy a secondary educational requirement (see Specific Requirements).

2. Specialized preparation required: Completion of two (2) inservice training courses or staff development activities for paraprofessional under state or post-secondary institution sponsorship.

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D. Principal or Vice-Principal

1. equirements same as for general elementary-secondary school principal or vice-principal or occupational school principal or vice-principal, excepting that a principal of adult secondary schools must meet the requirements for Secondary Principal Certificate.

- AND -

2. Specialized preparation required: Minimum of one (1) course from the following selection:

Adult Curriculum Development
Program Planning
Evaluation
Adult Guidance

- OR -

Completion of one (1) year of documented satisfactory internship or employment as an administrator in an approved adult program sponsored under a higher education institution, state education agencies or major subdivision thereof.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/ Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

AGRICULTURE

Required in grades 9-12, valid in grades 7-8 in a junior high school, and in grades 5-8 in State approved middle schools.

Requirements for the Standard Certificate

A. Certificate I - Comprehensive Vocational Agriculture

1. Bachelor's degree from an accredited college and;

2. General Education-
Satisfactory completion of a Bachelor's degree and;

3. Professional Education-

a. Completion of a teacher education program in Agriculture

-OR-

b. Minimum of 15 semester hours in human behavior, methods of teaching, and clinical and/or field experience including student teaching at the appropriate level (7-12) and;

4. Specific Teaching Field-

a. Major in Agriculture (courses required from a minimum of four areas of agriculture as listed below under b.)

-OR-

b. Minimum of 30 semester hour credits, including the following required course areas:

Agricultural Economics
Animal Science
Entomology
Agricultural Engineering
Agronomy
Plant Science

B. Certificate II - Agricultural Specialist

Required for any person who is engaged as an instructor in a program of specialized agricultural education such as Agricultural Mechanics, Horticulture, Agri-Business, etc.

1. Bachelor's degree from an accredited college and;

2. Professional Education-

   Minimum of 15 semester hour credits in professional education including human behavior, methods of teaching and vocational curriculum development, and;

3. Technical Agriculture-

   Minimum of 15 semester hour credits of technical agriculture in the specialty area for which the candidate is being employed.

   -OR-

   Two years of successful employment in an occupation directly related to the specialty area for which the candidate is being employed.

****

CERTIFICATES ISSUED FOR THESE POSITIONS

Standard	See above
Limited/Standard	Upon request of a Delaware public school for a teacher employed in one of these positions who meets the standards as set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a Delaware public school for a teacher employed in one of these positions who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ART - COMPREHENSIVE

Required for assignment for teaching grades 1-12.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the bachelor's degree and;

C. Professional Education-

1. Completion of a comprehensive program in teacher education in art education.

- OR -

2. Minimum of 18 semester hours including human development, methods of teaching art at the elementary and secondary levels, and clinical and/or field experiences including student teaching at the elementary and secondary levels.

D. Specific Teaching Field-
1. Major in Art

- OR -

2. Completion of a program in teacher education in elementary and secondary art education

- OR -

3. Minimum of 36 semester hours including a minimum of one course in each of the following areas:

Drawing
Painting
Design
Art History
Aesthetics
Graphics and related processes
Three dimensional arts
Crafts

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ART ELEMENTARY

Required in grades 1 - 6, valid in grades 5 - 8 in State Approved middle schools.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of bachelor's degree and;

C. Professional Education-

1. Completion of a program in teacher education in elementary art education

- OR -

2. Minimum of 15 semester hours, including human development, methods of teaching art at the elementary level, clinical and/or field experience including student teaching at the appropriate level (1-8), and;

D. Specific Teaching Field-

1. Major in art

- OR -

2. Completion of a program in teacher education in elementary art education

- OR -

3. Minimum of 36 semester hours including a minimum of one course in each of the following areas:

Drawing
Painting
Design
Art history-aesthetics
Graphics and related processes
Three dimensional arts and crafts

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates-Limited/Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ART SECONDARY

Required in grades 9-12, valid in grades 7-8 in a junior high school and State approved middle schools.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of a program in teacher education in secondary art education

- OR -

2. Minimum of 15 semester hours including human development, methods of teaching art at the secondary level, and clinical and/or field experience including student teaching at the appropriate level (7-12), and;

D. Specific Teaching Field-

1. Major in Art

- OR -

2. Completion of a program in teacher education in secondary art education

- OR -

3. Minimum of 36 semester hours including a minimum of one course in each of the following areas:

Drawing
Painting
Design
Art History
Aesthetics
Graphics and related processes
Three dimensional arts
Crafts

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/ Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

BASIC SKILLS SPECIALIST -- MATHEMATICS

Required for assignment as a specialist working with teachers in basic skills mathematics (14 Del.C., §1321(e)(15)

I. Requirements for the Standard Certificate

1. Minimum of three years of successful classroom teaching experience, and;

2. Master's degree or Bachelor's +30 credits from an accredited college, and;

3. Base teaching certificate in secondary mathematics or in elementary education with a minimum of nine (9) semester hours in mathematics, and;

4. Specialized Professional Preparation - course areas

   a. Diagnosis and Corrective Techniques for Teaching Mathematics — 3 semester hours

   b. Teaching Reading in Content Areas — 3 semester hours

   c. Advanced Educational Psychology or Advanced Human Development — 3 semester hours

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of one year (renewable up to three years contingent upon satisfactory annual progress towards completion of the certification requirements) at the request of a Delaware public school to a person who meets the requirements listed below and who is employed as a Basic Skills Specialist - Mathematics to allow for the completion of the requirements for the Standard certificate as listed under Section I. above.

1. Bachelor's degree from an accredited college, and;

2. Base teaching certificate in secondary mathematics or in elementary education with a minimum of nine (9) semester hours in mathematics, and;

3. Minimum of three years of successful classroom teaching experience, and;

4. Nine (9) semester hours of credits above Bachelor's degree, which shall include a three (3) semester hour course in Diagnosis and Corrective Teachniques for Teaching Mathematics.

***

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above	Provisional	None
Limited/Standard	See above	Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

BASIC SKILLS SPECIALIST -- READING

Required for assignment of a regular reading specialist as well as a specialist working with teachers in basic skills reading and communications skills (14 Del.C. §1321(3)(15)

I. Requirements for the Standard Certificate

1. Minimum of three years of successful teaching experience with at least two years in the classroom, and;

2. Master's degree (or Master's equivalent) from an accredited college, and;

3. Specialized Professional Preparation

a. Child or Developmental Psychology (undergraduate or graduate level) — 3 semester hours

AND

b. Minimum of 15 semester hour credits in graduate level reading courses. The following course areas are required:

Developmental Reading OR Foundations of Reading Instruction	3 semester hours
Evaluative and Corrective Techniques in Reading OR Diagnosis and Correction OR Reading Disabilities	3 semester hours
Clinical or laboratory practicum in reading	6 semester hours
Advanced course in diagnosis and correction of reading disabilities	3 semester hours

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of one year (renewable up to three years contingent upon satisfactory annual progress towards completion of the certification requirements) at the request of a Delaware public school to a person who meets the requirements listed below and who is employed as a Basic Skills Specialist - Reading to allow for the completion of the requirements for the Standard certificate as listed under Section I. above.

1. Bachelor's degree from an accredited college, and;
2. Base teaching certificate, and;
3. Minimum of three years of classroom teaching, and;
4. Nine (9) semester hours of graduate level courses in reading including foundations, diagnosis and correction, and practicum.

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above	Provisional	None
Limited/Standard	See above	Emergency	~~None~~

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

BUSINESS EDUCATION

Required in grades 9-12, valid in grades 7-8 in a junior high school, and in grades 5-8 in a State approved middle school.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of Bachelor's degree and;

C. Professional Education-

1. Completion of a program in teacher education in the area of business education

- OR -

2. Minimum of 15 semester hours, including human development, methods of teaching, and clinical and/or field experience including student teaching at appropriate level (7-12), and;

D. Specific Teaching Field-

1. Completion of a program in teacher education in the area of business education

- OR -

2. Minimum of 36 semester hours in the areas specified below:

*Accounting	9 semester hours
or	
*Shorthand	9 semester hours
Office Practice	3 semester hours
Typewriting	6 semester hours
Economics	6 semester hours
Data Processing	3 semester hours
Business Managements Organization	3 semester hours
Other Basic Business Subjects	6 semester hours

*Teachers teaching either Shorthand or Bookkeeping must have 9 semester hours of course work in that discipline to warrant such a teaching assignment.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a DelawarePublic School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

CAREER GUIDANCE AND PLACEMENT COUNSELOR

I. Requirements for the Standard Certificate

A. Standard certificate as a Secondary School Counselor and;

B. Two years of appropriate occupational experience in the trades, business or industry.

- OR -

C. Standard certificate in Trade and Industry - Occupational Coordinator (see Specific Requirements for Trade and Industry Coordinator) and;

D. Two years of appropriate occupational experience in the trades, business or industry, and;

E. Required course work in Guidance:

Tools and Techniques in Counseling	1 semester
Occupational and Educational Information	1 semester

- OR -

F. Standard certificate in Agriculture or Business Education or Distributive Education or Home Economics or Industrial Arts (see Specific Requirements for these certificates) and;

G. Two years of appropriate occupational experience in the trades, business, or industry and;

H. Required course work in Guidance:

Tools and Techniques in Counseling	1 semester
Occupational and Educational Information	1 semester

II. Requirements for the Limited/Standard Certificate

A. Standard certificate as listed in I. C. or I. F above and;

B. Two years of appropriate occupational experience in the trades, business or industry, and;

C. One (1) semester of course work as required in I. E or I. H above.

It is recommended that a Career Guidance and Placement Counselor work toward a master's degree (or its equivalent) in the counseling field if he does not hold a standard certificate as a Secondary School Counselor.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

COOPERATIVE OCCUPATIONAL-VOCATIONAL EDUCATION AND/OR WORK-STUDY PROGRAMS

Requirements for the Standard Certificate

A. Occupational Coordinator

1. Bachelor's degree from an accredited college and;

2. General Education-
   Satisfactory completion of Bachelor's degree and;

3. Specific Teaching Field-
   Meet certification requirements for standard certificate in the area of specific occupational-vocational fields: Agriculture, Business and Office Education, Distributive Education, Industrial Arts education, Health Occupations and Home Economics or other acceptable vocational baccalaureate programs.

- AND -

4. A minimum of one year of full time appropriate wage earning experience in the area of coordination responsibility. The work experience must be of such a nature as to insure an authentic knowledge of basic practices utilized in the occupational field. (Exception: Trade and Industrial Education requires two (2) years of teaching (occupational) or appropriate occupational experience. (See Trade & Industrial Certificate - B-Occupational Coordinator)

B. Diversified Occupations and/or Work-Study Coordinator

1. Requirements of the occupational coordinator for the respective fields

- OR -

2. A degree in teacher education plus two (2) years of successful employment involving recruitment, placement and follow-up, or the equivalent.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	None
Provisional	None
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
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DISTRIBUTIVE EDUCATION

Requirements for the Standard Certificate

A. Teacher Coordinator

1. Bachelor's degree from an accredited college and;

2. General Education-
   Satisfactory completion of bachelor's degree and;

3. Professional Education-

   a. Completion of a teacher education program in Distributive Education

   - OR -

   b. Minimum of 18 semester hour credits from the following required areas:

Human behavior	6 semester hours
Organization and Administration of Distributive Education	1 semester course
Methods of teaching distributive education (or equivalent)	1 semester course
Clinical and/or field experience including student teaching at appropriate level (7-12)	6 semester hours

   - AND -

4. Technical Education-

   a. Major in Marketing within a Business Administration program

   - OR -

   b. Minimum of 18 semester hour credits in technical education from such areas as:

      Visual Merchandising
      Textiles
      Advertising

Basic economics (3 sem. hrs. maximum)
Color, line and design
Display
Store organization
Management
Retailing
Business Law
Real Estate
Wholesaling
Fashion and design
Visual Aids
Salesmanship
Marketing
Insurance
Investments
Supermarket operation
Service station operation

- AND -

5. Work Experience in Distributive Occupations-

Minimum of one year of full time appropriate wage earning experience or its equivalent in a distributive occupation or one semester or equivalent of supervised work experience in a distributive occupation. This cooperative experience is to be of such a nature as to insure an authentic knowledge of basic practices followed in retail, wholesale and service businesses.

B. Special Teachers

When an emergency has been declared by a school district, such as an overload of students, and a fully certified teacher is not available, special teachers may be employed on an emergency certificate. Such teachers must have a minimum of three years successful experience in the occupation in which they are to assist and shall teach under the supervision of the teacher-coordinator.

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/Standard

Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	See above

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

DRAMA

Required in grades 9-12, valid in grades 7-8 in a junior high school, and valid in grades 5-8 in a State Approved middle school.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of a program in teacher education in Drama or Drama and Speech Communication

- OR -

2. Minimum of 15 semester hours including human development, methods of teaching, and clinical and/or field experiences including student teaching at the appropriate level (7-12), and;

D. Specific Teaching Field

1. Major in Drama or Drama and Speech Communication

- OR -

2. Completion of a program in teacher education in Drama or Drama and Speech Communication

- OR -

3. Minimum of 30 semester hours with at least one course in each of the following areas: History of the theatre, play direction, acting, stagecraft, play production, voice and diction, oral interpretation, and an elective in one of the following areas: Speech, braodcasting (radio or TV), children's theatre, or creative dramatics, stage movement, make-up, costuming, lighting, and literature (dramatic)

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard See above

Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

DRIVER EDUCATION AND TRAFFIC SAFETY EDUCATION

Required in grades 9 - 12

1. Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of Bachelor's degree and;

C. Professional Education-

1. Completion of a program in teacher education in the area of Driver Education and Traffic Safety Education

- OR -

2. Valid Teacher's Certificate

- OR -

3. Minimum of 15 semester hours including human behavior, methods of teaching, and clinical and/or field experience including student teaching at the appropriate level (7-12)

- AND -

D. Valid Delaware driver's license or approval by the Delaware State Department of Public Instruction

- AND -

E. Specific Teaching Field-

1. Major in Driver Education and Traffic Safety Education

- OR -

2. Completion of a program in teacher education in the area of Driver Education and Traffic Safety Education

- OR -

3. Minimum of 12 semester hours as indicated below:

Required--6 semester hours:

Driver Education
General Safety Education

Elective--6 semester hours from such as the following areas (note asterisk below if applicable):

Methods and materials of safety, driver, and/or traffic safety education

Psychology of accident prevention

Organization, administration, and supervision of safety, driver, and/or traffic safety education, etc.

Problems in safety, driver education, etc.

First aid

Research and evaluation in safety, driver, etc., as above

Traffic engineering

Traffic law and enforcement

Principles of accident prevention and safety

*Driving simulation instructional methods

*Multiple car and/or driving range instructional methods

School transportation

Internship in Driver and Traffic Safety Education

*(Three (3) semester hours required in each area if assigned to teach such driver education equipment.)

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware public school to a person who meets the requirements listed below and who is employed as a teacher of driver education to allow for the completion of the requirements for the Standard certificate as listed under Section I., above.

1. Requirements as listed in I., A., B., C. 2, or C. 3, and D above.
2. Required courses as listed in E. 3 above.

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

EARLY CHILDHOOD - SPECIAL EDUCATION

Required for teachers of young handicapped children (3-6 years of age) including the areas of Mental Retardation, Social and Emotional Maladjusted, and Learning Disabled.

Requirements for Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education -
Satisfactory completion of the Bachelor's degree and;

C. Professional Education -

1. Completion of a program in young preschool exceptional children

- OR -

2. Completion of a teacher education program for exceptional children

- AND -

3 semester hours Preschool Programming of Exceptional Children
3 semester hours Child Development (unless covered in program)
3 semester hours Language Development (unless covered in program)

Limited/Standard Certificate issued upon completion of a program for Exceptional Children with remaining courses listed above to be completed within three years.

- OR -

3. Completion of a teacher education program in Early Childhood

- AND -

3 semester hours Introduction to Exceptional Children
3 semester hours Preschool Program for Exceptional Children
3 semester hours Language Development (unless covered in program)

Limited/Standard Certificate issued upon completion of a program for Early Childhood with the remaining courses listed above to be completed within three years.

- OR -

4. Completion of a teacher education program in Elementary Education

- AND -

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3 semester hours	Introduction to Exceptional Children
6 semester hours	Child Development (unless covered in program)
3 semester hours	Preschool Programming for Exceptional Children
3 semester hours	Assessment of Young Children or Educational Diagnosis of Exceptional Children
3 semester hours	Language Development (unless covered in program)
3 semester hours	Student Teaching Preschool Exceptional Children or internship in lieu of student teaching

Limited/Standard Certificate issued upon completion of a program for Elementary Education and <u>two</u> of the courses listed above with the remaining courses to be completed within three years.

- OR -

5. Completion of a teacher education program in Secondary Education

- AND -

6 semester hours	Child Growth and Development
3 semester hours	Language Development
3 semester hours	Introduction to Exceptional Children
3 semester hours	Preschool Programming for Exceptional Children
3 semester hours	Assessment of Young Children or Educational Diagnosis of Exceptional Children
3 semester hours	Methods of Teaching Reading
3 semester hours	Methods of Teaching Mathematics
3 semester hours	Behavior Management
6 semester hours	Student Teaching Preschool Exceptional Children or internship in lieu of student teaching

Limited/Standard Certificate issued upon completion of a program in Secondary Education and <u>four</u> of the first six courses listed above with the remaining courses listed above to be completed within three years.

<u>Present Preschool Exceptional Children Teachers Protected</u>

Those teachers authorized to teach classes of preschool exceptional children prior to <u>April 20, 1978</u> on the basis of a standard exceptional children teaching certificate and who have the recommendation of the school district superintendent shall be authorized to continue in such a teaching assignment in the district where the assignment was authorized. Authorization to teach in this circumstance does not constitute a certificate transferable to any other school district.

<u>CERTIFICATES ISSUED FOR THIS POSITION</u>

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

EARLY CHILDHOOD TEACHER

Required for Nursery or Kindergarten, valid in grades 1 - 3.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of a program in early childhood education

- OR -

2. Minimum of 48 semester hours to include courses in the following areas:

Teaching of Reading	6 semester hours
Child Development	6 semester hours
Psychology of Learning	3 semester hours
Early Childhood or Kindergarten Curriculum	3 semester hours
Curriculum Content and Methods (Must include 3 semester hours in content and 3 semester hours in methods for each of the following areas: Math, Science, Social Studies, and Language Arts)	24 semester hours
Clinical and/or field experience including student teaching at the appropriate level (K - 3)	6 semester hours

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/Standard

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Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

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STATE DEPARTMENT OF PUBLIC INSTRUCTION
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ELEMENTARY SCHOOL COUNSELOR

Required in grades 1-6, valid in schools organized for grades 5-8.

I. Requirements for the Standard Certificate - Required for all counselors

A. Master's degree from an accredited college and;

B. Completion of a graduate degree program in elementary school counseling from an accredited college and;

C. A minimum of three years' professional experience in an elementary school setting; or three years of appropriate experience as approved by the Delaware State Department of Public Instruction; or a supervised school counseling internship of one full year in an elementary school setting which is part of a graduate degree program in elementary school counseling.

- OR -

D. A graduate degree from an accredited college in any field and;

E. Minimum of 30 semester hours of graduate course work including the graduate level courses listed below:

1. Principles and practices of the guidance program
2. Tools and techniques in counseling
3. Counseling theory and interviewing
4. Organization and administration of the guidance program
5. Career information
6. Testing and analysis
7. Supervised practicum or internship

- AND -

F. Experience as in I. C. above

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II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware public school to allow for the completion of the requirements for the Standard certificate as described in section "I" above. The limited/standard is issued only when a person is counseling under the supervision of a fully certified counselor. Minimum requirements for the limited certificate are indicated below:

A. Bachelor's degree from an accredited college and;

B. Minimum of three years' successful teaching experience at the elementary level; or three years of appropriate experience as approved by the Delaware State Department of Public Instruction; or two years' teaching and one year supervised internship and;

C. Specialized Professional Preparation-

Minimum of one graduate level course in each of the following areas:

1. Principles and practices of guidance
2. Tools and techniques in counseling
3. Counseling theory and interviewing
4. Organization and administration of guidance program
5. Occupational and educational information

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ELEMENTARY TEACHER

Required in grades 1-6, valid in State Approved middle schools grades 5-8 and valid in grades 7-8.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the bachelor's degree and;

C. Professional Education-

1. Completion of a program in elementary education

- OR -

2. Minimum of 45 semester hours including courses in the following areas:

Teaching of Reading	6 semester hours
Child Development	3 semester hours
Educational Psychology	3 semester hours
Sociology	3 semester hours
Curriculum Content and Methods (Must include 3 semester hours in content and 3 semester hours in methods for each of the following areas: Math, Science, Social Studies, and Language Arts)	24 semester hours
Clinical and/or field experience including student teaching at the appropriate level (grades 1-8)	6 semester hours

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/Standard

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Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL EMPLOYEES

ELEMENTARY TEACHER - BILINGUAL

Required in grades 1-6, valid in State Approved middle schools grades 5-8 and valid in grades 7-8.

I. Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college, and;

B. General Education-
Satisfactory completion of bachelor's degree, and;

C. Professional Education-

1. Completion of a teacher education program in elementary education bilingual in the language area of assignment

- OR -

2. Completion of the required course work in a teacher education program in elementary education, and;

a. Minimum of 15 semester hours in the language area of assignment at or above the third year college level

- OR -

Demonstrated fluency in the language area of assignment as determined by the NTE (score at fiftieth percentile)

- AND -

b. Three semester hours in Teaching English as a Second Language

- AND -

c. Knowledge of the target group's culture as demonstrated by:

Three semester hours credit in the culture of the target group

- OR -

Significant personal connection with the target community such as formative or work experience

- OR -

An appropriate workshop approved by the Department of Public Instruction in the target group's culture

- AND -

d. Bilingual student teaching in an elementary school program in the language area of assignment.

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(continued)

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed as a bilingual elementary teacher to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Requirements of I. A. and I. B. above, and;

B. Specialized Professional Preparation-

Course work as required in I. C. 2a, b, and c. (Student teaching will be satisfied by three years of satisfactory teaching experience in a bilingual elementary school program in the language area of assignment.)

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ENGLISH

Required in grades 9-12, valid in grades 7-8 in a junior high school, and valid in grades 5-8 in a State Approved middle school.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the bachelor's degree and;

C. Professional Education-

1. Completion of a program in teacher education in English

- OR -

2. Minimum of 15 semester hours including human development, methods of teaching, and clinical and/or field experiences including student teaching at the appropriate level (7-12), and;

D. Specific Teaching Field-

1. Completion of the major in English

- OR -

2. Completion of a program in teacher education in English

- OR -

3. Minimum of 36 semester hours with at least one course in each of the following areas: speech, written composition, history of the English language, linguistics, American literature, English literature, contemporary literature, literature of adolescents, and an elective in one of the following areas: journalism, dramatics, forensics, radio, television or film study

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher

	employed for this position who meets the standards as set forth under Types of Certificates - Limited/ Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL)

Required in grades K-12 in state approved schools.

I. Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college, and;

B. General Education -
Satisfactory completion of Bachelor's degree and;

C. Professional Education -

1. Completion of a program in teacher education in English to Speakers of Other Languages (ESOL)

- OR -

2. Minimum of 15 semester hours including human development; methods of teaching elementary language arts, or English, or foreign language; and, clinical and/or field experience including student teaching.

D. Specific Teaching Field -

1. Major in English to Speakers of Other Languages (ESOL)

- OR -

2. Completion of a program in teacher education in English to Speakers of Other Languages (ESOL)

- OR -

3. Completion of a program in English, or foreign language, or elementary education, with specific courses in applied linguistics including: Second language acquisition at pre-school and elementary; secondary and adult levels; methods of teaching English as a second language and/or English as a second dialect; the structure of the English language; language testing; and cross-cultural experience gained through either college credits (which includes field work), or by work experiences.

II. Requirements for the Limited/Standard Certificate (not renewable)

This certificate may be issued for a period of three years at the request of a Delaware public school district to a person who meets the requirements

listed below and who is employed as an English to Speakers of Other Languages (ESOL) teacher to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Completion of a teacher program in English, or foreign language, or elementary education, and;

B. Specialized preparation required -

Three semester hours Methods of Teaching English as second dialect, and;

Cross-cultural experience gained through either college credits (which includes field work) or by work experience.

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

EXCEPTIONAL CHILDREN

Including the areas of: Mental Retardation, Social and Emotional Maladjustments, Learning Disabilities, Physically Handicapped, Visually Impaired, and Hearing Impaired.

In the area of instruction for Exceptional Children, certification is based upon a core program with specific preparation for the teaching of children with a particular handicap.

I. Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of a teacher education program in the area of endorsement

- OR -

2. Minimum of 39 semester hours as follows:

a. 24 semester hours required core courses for all Exceptional Teaching certificates

1) Methods in Reading
2) Methods in Math
3) Educational Psychology
4) Survey/Introduction-Education of Exceptional Children
5) Child Growth and Development
6) Behavior Problems and/or Behavior Management
7) Student teaching or internship with exceptional children (6 semester hours)

- AND -

b. 15 semester hours as listed for each specific area below:

1) For Mental Retardation, Social and Emotional Maladjustments, Learning Disabilities, and Physically Handicapped

Required--9 semester hours:

Review and research or survey course in specific area of endorsement;

Method/curriculum in specific area of endorsement;

Identification diagnosis and assessment of exceptional children in specific area of endorsement.

Elective--6 semester hours--courses unique to the area of endorsement, (Mental Retardation, Social/Emotional Maladjustments, Learning Disabilities, Physically Handicapped) from any of the following may be used:

Learning Theory

Social and Psychological Development

Adolescent Psychology

Theories of Language Development/Speech Correction

Vocational Education for Exceptional Children

Physical Education for Exceptional Children

Vocational Rehabilitative Techniques

Multiple endorsement is possible in the areas of Mental Retardation, Social/Emotional Maladjustments, Learning Disabilities, Physically Handicapped. For each endorsement, training required for the added endorsement shall be in accordance with I. C. 2. b. above.

2) For Visually Impaired

Required--12 semester hours:

Special problems of the Visually Impaired

Methods (must include mobility training, braille, use of an abacus in math instruction, and the unique problems of the visually impaired in script writing)

Reading disability as unique to the visually impaired (the partially sighted)

Physical Education for Exceptional Children

Elective--3 semester hours--may be chosen from I. C. 2. b. (Elective)

3) For Hearing Impaired

Required--12 semester hours:

Foundations (philosophical approaches to education of the hearing impaired; psychological characteristics; social adaptation; historical background; present and past trends, issues, and problems)

Speech Science and Audiology

Language and Communication

Curriculum and Instruction

Elective--3 semester hours--may be chosen from I. C. 2. b. (Elective)

II. Requirements for the Limited/Standard Certificate (not renewable)

This certificate may be issued for a period of three years at the request of a Delaware Public School District to a person who meets the requirements listed below and who is employed as a teacher of exceptional children to allow for the completion of the requirements for the standard certificate as listed under I. above.

A. Requirements of I. A. and B. above and;

B. Standard Elementary or Secondary Teaching Certificate and;

C. Specialized preparation--6 semester hours--selected from the following areas:

Survey/Introduction to Exceptional Children

Methods/Curriculum in the specific area of endorsement

Identification, Diagnosis, and Assessment of Exceptional Children in the Specific Area of Endorsement

Review and Research or Survey course in the specific area of Endorsement

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Conversion Program Protected

Teachers who were employed and teaching in this area on March 28, 1974, under the Certification Rules and Regulations of May 25, 1967, and as revised October 21, 1970, and who have begun a program leading to certification as a teacher of exceptional children, may choose to meet the requirements as previously outlined. A standard certificate will be issued when the program is completed.

Present L. D. Teachers Protected

Those teachers authorized prior to March 28, 1974, to teach classes for children with learning disabilities on the basis of a standard elementary or secondary teaching certificate and who have the recommendation of the school district superintendent shall be authorized to continue in such a teaching assignment in the district where the assignment was authorized. Authorization to teach in this circumstance does not constitute a certificate transferable to any other school district.

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	Sée above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

FOREIGN LANGUAGE

Required in grades 9-12, valid in grades 7-8 in a junior high school, and valid in State Approved middle schools.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of a program in teacher education in language to be taught

- OR -

2. Minimum of 15 semester hours, including human development, methods of teaching, and clinical and/or field experience including student teaching at the appropriate level (7-12), and;

D. Specific Teaching Field-

1. Major in the language to be taught

- OR -

2. Completion of teacher education program in the language to be taught

- OR -

3. Minimum of up to 30 semester hours for language to be taught or 24 semester hours in the language to be taught if the teacher holds 30 semester hours in another language

For assignment at the elementary level, a certified secondary teacher must have methods of teaching at the elementary level.

Note: Proficiency tests

1. may be taken to add a language to another certificate;

2. will be required:

a. To validate preparation in a foreign country as a teacher of a foreign language.

b. To establish competency as a foreign born person to teach a foreign language in the United States.

c. To validate proficiency gained through other language experience.

Information about approved proficiency tests may be obtained from the Delaware State Department of Public Instruction, Division of Teacher Education and Professional Standards.

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/ Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

HEALTH EDUCATION

Required in grades 9-12, valid in grades 7-8 in a junior high school, and in grades 5-8 in State approved middle schools.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of a program in teacher education in the area of health education

- OR -

2. Minimum of 15 semester hours including methods of teaching, human development, and clinical and/or field experience including student teaching at the appropriate level (7-12), and;

D. Specific Teaching Field-

1. Major in Health Education

- OR -

2. Completion of programs in teacher education in the area of health education

- OR -

3. Minimum of 30 semester hours in health education including courses in the following areas:

Mental health, group dynamics
Public and community health
Counseling and guidance
Materials and methods of teaching health education

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CERTIFICATES ISSUED FOR THIS POSITION

Standard See above

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Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

HOME ECONOMICS

Required in grades 9-12, valid in grades 7-8 in a junior high school, and in grades 5-8 in State approved middle schools.

Requirements for the Standard Certificate

A. Certificate I

1. Bachelor's degree from an accredited college and;

2. General Education-
   Satisfactory completion of the Bachelor's degree and;

3. Professional Education-

   a. Completion of a program in teacher education in home economics

   - OR -

   b. Minimum of 15 semester hours including human development, methods of teaching, and clinical and/or field experience including student teaching at the appropriate level (7-12), and;

4. Specific Teaching Field-

   a. Major - Home Economics Comprehensive

   - OR -

   b. Completion of program in teacher education in home economics

   - OR -

   c. Minimum of 30 semester hours with at least one course from each of the following areas:

      Housing, home furnishings, and home equipment
      Consumer and family economics
      *Home Management
      Family relations and child development
      Foods and nutrition
      Textiles and clothing

      *(A supervised problem in home management may be accepted in lieu of residence under conditions acceptable to and

approved by the Delaware State Department of Public Instruction.)

B. Occupational Vocational Certificate, II

1. Bachelor's degree from an accredited college and;

2. General Education-
Satisfactory completion of the bachelor's degree and;

3. Professional Education-
Same as Certificate I with the six (6) semester hours of clinical and/or field experience including student teaching in the specific teaching field at the appropriate level (7-12), and;

4. Specific Teaching Field-

a. Certificate II A: Care and Guidance of Children

Minimum of 30 semester hours distributed as follows:
Eighteen (18) semester hours to include courses in each of the following areas:

Child Development
Preschool Education
Family Life

Twelve (12) semester hours distributed in the other areas of home economics as listed in Certificate I

b. Certificate II B: Food Management

Minimum of 30 semester hours distributed as follows:
Eighteen (18) semester hours to include courses in each of the following areas:

Food
Nutrition
Institutional Management

Twelve (12) semester hours distributed in the other areas of home economics as listed in Certificate I

c. Certificate II C: Fabric, Home Furnishings, and Services

Minimum of 30 semester hours distributed as follows:
Eighteen (18) semester hours to include courses in each of the following areas:

Clothing

100

Textiles
Home Furnishings

Twelve (12) semester hours distributed in the other areas of home economics as listed in Certificate I

d. Certificate II D: Institutional Services - Home Management and Supporting Services

Minimum of 30 semester hours distributed as follows: Eighteen (18) semester hours to include courses in each of the following areas:

Home Management
Home Equipment
Housing

Twelve (12) semester hours distributed in the other areas of home economics as listed in Certificate I

CERTIFICATES ISSUED FOR THESE POSITIONS

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed in one of these positions who meets the standards as set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a Delaware Public School for a teacher employed in one of these positions who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

INDUSTRIAL ARTS

Required in grades 9-12, valid in grades 7-8 in a junior high school, and in grades 5-8 in State approved middle schools.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of a program in teacher education in Industrial Arts Education

- OR -

2. Minimum of 15 semester hours including human development, methods of teaching, and clinical and/or field experience including student teaching at the appropriate level (7-12), and;

D. Specific Teaching Field-

1. Major in Industrial Arts Education

- OR -

2. Completion of program in teacher education in the area of Industrial Arts Education

- OR -

3. Minimum of 30 semester hours including courses in two or more of the following areas:

Electricity/Electronics
Graphic Communications
Materials and Manufacturing Processes
Energy Conversion and Power Mechanics
Construction

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

INTERNS

Requirements for the Standard Certificate

A. The appropriate Intern Certificate (Teacher Intern, Guidance Intern, Administrative Intern, etc.) will be required for all persons employed in the schools and working under an internship program from an accredited college or university.

B. The certificate shall be issued to the applicant for the period of time designated by the supervising institution and agreed upon by the local school district.

C. The qualifications and prerequisites will be those determined by the college or university.

D. The certificate will be issued only after the institution (or district has filed with the Office of Teacher Education and Professional Standards the description of the intern program, including the proposed college supervisory program, and the TEPS Office is satisfied that the guaranteed college supervision is adequate.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	None
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

INTERPRETER - TUTOR FOR HEARING IMPAIRED

Requirements for the Standard Certificate

A. High school or college graduate, and;

B. Registered member of Interpreters of the Deaf (National) and/or certificated as a teacher for the deaf, and;

C. Adequate competency of the language of signs and finger spelling receptively and expressively as determined by an agency authorized by the Delaware Department of Public Instruction.

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	None
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

LIBRARIAN/MEDIA SPECIALIST

I. Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college, and;

B. Professional Education-

1. 15 semester hours including human development and methods

- OR -

2. A valid teaching certificate

- AND -

C. Specialized Professional Preparation

1. Completion of a teacher education program with a major in school library

- OR -

2. A Master's degree with specialization in school librarianship from a library school accredited by the American Library Association

- OR -

3. Minimum of 24 semester hours in library/media education covering the following areas:

The Development of Libraries in Society
Basic Reference Sources
Literature for Children and Adolescents
Selection, Acquisition, Production, and Organization (cataloging and classification) of Library/Media Materials
Organization and Administration of the Library/Media Program and Service

- AND-

Completion of a practicum of not less than 6 credits in a school library

- OR -

One year successful experience in a school library/media program plus an additional 6 semester hours of library science education

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed as a Librarian/Media Specialist to allow for the completion of the requirements for the standard certificate as listed under Section I. above

A. Requirements of I. A. and B. above

- AND -

B. Specialized Professional Preparation-

A minimum of 12 semester hours of basic library education selected from areas listed in I. C. 3 above.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

MANAGER OF SCHOOL FOOD SERVICE PROGRAM

I. Requirements for the Standard Certificate

A. Specialized Professional Preparation

1. Associate Degree in Food Service Management Technology from a regionally accredited college

- OR -

2. A high school graduate and has completed the Four-Unit Food Service Training Program under the sponsorship of the Department of Public Instruction

- OR -

3. A high school graduate and has training equivalent to the above as evaluated by the Department of Public Instruction.

B. Experience -

1. A minimum of three years of successful full-time work experience in quantity food production and service

- OR -

2. Experience validated by completing a trade competency examination as approved by the Department of Public Instruction.

II. Requirements for the Provisional Certificate (not renewable)

May be issued to applicant who is a high school graduate and who meets the experience as defined in I. B. above with a written commitment to complete specialized professional preparation in I. A. above within a period of three years after date of appointment.

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	None
Provisional	See above
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

MATHEMATICS

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of a program in teacher education in mathematics

- OR -

2. Minimum of 15 semester hours including human development, methods of teaching, and clinical and/or field experience including student teaching at the appropriate level (7-12), and;

D. Specific Teaching Field-

1. Comprehensive Mathematics

Required in grades 9-12, valid in 7-9 in a junior high school, and in grades 5-8 in a State approved middle school.

a. Major in mathematics

- OR -

b. Completion of program in teacher education in mathematics

- OR -

c. Minimum of 30 semester hours in mathematics. All courses must carry math symbols.

2. Junior High Mathematics - Valid in grades 7-9

a. Major in mathematics

- OR -

b. Completion of program in teacher education in mathematics

- OR -

c. Minimum of 21 semester hours in mathematics. All courses must carry math symbols.

3. Non-academic Mathematics - Valid in grades 7-9 for teaching non-academic mathematics.

a. Major in mathematics

- OR -

b. Completion of a program in teacher education in mathematics

- OR -

c. Minimum of 15 semester hours in mathematics. All courses must carry math symbols.

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CERTIFICATES ISSUED FOR THESE POSITIONS

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed in one of the above positions who meets the standards as set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a Delaware Public School for a teacher employed in one of the above positions who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

MUSIC - COMPREHENSIVE

Required for assignment for teaching grades 1-12.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of a comprehensive program in teacher education in music education

- OR -

2. Minimum of 18 semester hours including human development, methods and materials of teaching at the elementary (1-8) and secondary (7-12) levels, and clinical and/or field experiences including student teaching at the elementary (1-8) and secondary (7-12) levels, and;

D. Specific Teaching Field-

1. Major in Music

- OR -

2. Completion of a program in teacher education in elementary and secondary music

- OR -

3. Minimum of 36 semester hours including course work in music theory, music literature, and musical performance

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CERTIFICATES ISSUED ROR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as

	set forth under Types of Certificates - Limited/ Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

MUSIC - ELEMENTARY

Required in grades 1-6, valid in grades 5-8 in State approved middle schools.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-
1. Completion of a program in teacher education in elementary music education

- OR -

2. Minimum of 15 semester hours at an accredited college, including human development, methods of teaching music at the elementary level, and clinical and/or field experience including student teaching at the appropriate level (1-8), and;

D. Specific Teaching Field-
1. Major in Music

- OR -

2. Completion of a program in teacher education in elementary music

- OR -

3. Minimum of 36 semester hours including course work in music theory, music literature, and musical performance.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

MUSIC - SECONDARY

Required in grades 9-12, valid in grades 7-8 in a junior high school and State approved middle school.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-
1. Completion of a program in teacher education in secondary music education

- OR -

2. Minimum of 15 semester hours including human development, methods of teaching music at the secondary level, and clinical and/or field experience including student teaching at the appropriate level (7-12), and;

D. Specific Teaching Field-
1. Major in Music

- OR -

2. Completion of a program in teacher education in secondary music

- OR -

3. Minimum of 36 semester hours including course work in music theory, music literature, and musical performance.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

NATURAL SCIENCES
(formerly known as Science)

Required in grades 9 - 12, valid in grades 5 - 8.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of Bachelor's degree

C. Professional Education-

1. Completion of a program in teacher education in the area of Natural Science

- OR -

2. Minimum of fifteen (15) semester hours including human development, methods of teaching, and clinical and/or field experience including student teaching at the appropriate level (7-12), and:

D. Specific Teaching Field-

1. Major in the field of endorsement

- OR -

2. Completion of program in teacher education in the field of endorsement

- OR -

3. Completion of at least the total semester hours indicated for each area listed below:

a. Chemistry	42 semester hours
These should include at least one course in inorganic, organic qualitative, quantitative, and atomic structure	24 semester hours
Biology	3 semester hours
Physics	3 semester hours
Mathematics	6 semester hours
Earth Sciences	3 semester hours
*Environmental Education	3 semester hours

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b.	Physics	45 semester hours
	These should include at least one course in classical thermodynamics, electronics, atomic and nuclear physics	24 semester hours
	Biology	3 semester hours
	Chemistry	3 semester hours
	Mathematics	9 semester hours
	Earth Sciences	3 semester hours
	*Environmental Education	3 semester hours
c.	Earth Science	39 semester hours
	These should include at least one course in geology, geography, climatology, meteorology, oceanography, and astronomy	24 semester hours
	Biology	3 semester hours
	Chemistry	3 semester hours
	Mathematics	3 semester hours
	Physical Science	3 semester hours
	*Environmental Education	3 semester hours
d.	Biology	39 semester hours
	These should include at least one course in botany and zoology, ecology, genetics, bio-chemistry, and physiology	24 semester hours
	Chemistry	3 semester hours
	Physical Science	3 semester hours
	Earth Science	3 semester hours
	Mathematics	3 semester hours
	*Environmental Education	3 semester hours

NOTE: A degree from a College of Agriculture will meet all requirements for the area of Biology; thus, secondary Natural Science certification in Biology.

*Environmental Education: Teachers in the areas of science are required to complete adequate course work in the area of Environmental Education. Adequate course work is defined as including the following:

History and philosophy of the conservation movement
Appreciative understanding of the wide variety of natural resources
Importance of conservation of natural resources in a national and international setting
Relationship of supply of natural resources and economic structure

Natural resource management: Techniques, need for, and types of controls
Role and importance of resource use planning for the future

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/ Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

PERMITS - INTERPRETER-TUTOR FOR HEARING IMPAIRED

A. A permit shall be required for all persons employed either full time or part time as classroom interpreter-tutor for the hearing impaired with local, state, federal, or other funds. This permit will be issued for a one-year period at the request of the local school district to a person who meets the requirements listed below:

B. Qualifications

1. High school graduate

2. Adequate competency of the language of signs and finger spelling, receptively and expressively as determined by an agency authorized by the Delaware Department of Public Instruction.

C. Credentials

All persons employed under a Permit shall be expected to submit the same credentials as required of certificated employees including the health certificate.

D. Job Description

A school district shall be required to submit a job definition for any person employed as an interpreter-tutor.

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

PERMITS - SCHOOL OR CLASSROOM AIDES

A. A permit shall be required for all persons employed either full time or part time as school or classroom aides with local, state, federal or other funds.

B. Qualifications

Evaluated experience and training, emphasizing skills relevant to the position as well as consideration of unique personal qualifications. Applicants must be at least 18 years of age.

C. Categories of Functions

Those persons participating in non-teaching activities as:

1. School Aides - Assisting in supervision of playgrounds, bus loading, cafeteria, etc.

2. Clerical Aides - Maintaining records, materials, and equipment in school offices, instructional material centers and classrooms

3. Classroom Aides - Assisting classroom teachers in activities which support the teaching process, but are under the supervision of the teacher, such as the typing of stories, putting on wraps, reading stories, locating reference materials, etc.

D. Credentials

All persons employed under the Permit Program shall be expected to submit the same credentials as required of certificated employees including the health certificate.

E. Job Definition

A school district shall be required to submit a job definition for any person employed as an aide.

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

PERMITS - SUBSTITUTE TEACHERS

Eligibility for certification is now set at four levels of educational background which allow for flexibility in recruitment and assignment.

Certificates shall be issued according to four categories:

Class A - A Class A certificate may be issued to an applicant who holds or is eligible to hold a valid Standard Delaware teacher's certificate or such a certificate that has expired. In the case of a certificate that has expired, the applicant for the substitute certificate shall not be required to present refresher courses for issuance of the substitute's certificate.

Class B - A Class B certificate may be issued to an applicant with or without a Bachelor's degree who meets at least the requirements for a temporary emergency certificate as set forth in Types of Certificates - Section E.

Class C - A Class C certificate may be issued to an applicant who is not eligible for either Class A or Class B certification but who is recommended to the State Superintendent of Public Instruction by the chief school officer of a Delaware Public School District.

A student currently enrolled in a four-year degree granting institution who desires to serve as a substitute teacher may be employed as a Class "C" substitute without the formality of submitting a transcript or health certificate. (State Board of Education November 12, 1970)

Class D - A Class D certificate may be issued to an applicant who is eligible for or holds a Class A, B, or C certificate, but who prefers on a given date to perform substitute teaching assignments as a volunteer worker, or at a wage rate to be determined by the Board of Education of the employing school district.

NOTE: Your attention is called to the fact that there must be local board action to implement this classification (Class D Substitute - Approved by the State Board of Education, December 16, 1971 in compliance with Delaware Code 14, Section 1230)

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

PHYSICAL EDUCATION - COMPREHENSIVE

Valid in grades K-12.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of a program in teacher education in physical education (must include both elementary and secondary levels)

- OR -

2. Minimum of 18 semester hours including human development, methods of teaching physical education teaching at both the elementary (1-8) and secondary (7-12) levels, and physical education student teaching at both the elementary (1-8) and secondary (7-12) levels, and;

D. Specific Teaching Field-

1. Major in Physical Education

- OR -

2. Completion of an approved program in teacher education in elementary and secondary physical education

- OR -

3. Minimum of 40 semester hours including course work in the following areas:

Foundation and Theory History, philosophy, administration program planning, play, coaching, and evaluation	15 semester hours
Movement Experience Individual and team sports, rhythms, aquatics, games, and gynmastics (must include one	15 semester hours

course in elementary school physical education activities)

Science — 10 semester hours

Anatomical, physiological, psychomotor, and sociological related to learning, exercises, and performance

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards set forth under Types of Certificates - Provisional
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

PHYSICAL EDUCATION - ELEMENTARY

Valid in grades K-6 and in State approved middle schools.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-
1. Completion of a program in teacher education in elementary physical education

- OR -

2. Minimum of 15 semester hours including human development, methods of teaching at the elementary level, and physical education student teaching at the appropriate level (1-8), and;

D. Specific Teaching Field-

1. Major in Physical Education

- OR -

2. Completion of an approved program in teacher education in elementary physical education

- OR -

3. Minimum of 40 semester hours in the following areas:

Foundation and Theory History, philosophy, administration program planning, play, coaching, and evaluation	15 semester hours
Movement Experience Individual and team sports, rhythms, aquatics, games, and gymnastics (must include one course in elementary school physical education activities)	15 semester hours

Science Anatomical, physiological, psychomotor, and sociological related to learning, exercises, and performance		10 semester hours

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/ Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

PHYSICAL EDUCATION - SECONDARY

Valid in grades 7-12 and in State approved middle schools.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of a program in teacher education in secondary physical education

- OR -

2. Minimum of 15 semester hours including human development, methods of teaching physical education teaching at the secondary level and physical education student teaching at the appropriate level (7-12), and;

D. Specific Teaching Field-

1. Major in Physical Education

- OR -

2. Completion of an approved program in teacher education in secondary physical education

- OR -

3. Minimum of 40 semester hours in the following areas:

Foundation and Theory History, philosophy, administration, program planning, play, coaching, and evaluation	15 semester hours
Movement Experience Individual and team sports, rhythms, aquatics, games, and gymnastics	15 semester hours
Science Anatomical, physiological, psychomotor, and sociological	10 semester hours

related to learning, exercises, and performance

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

READING CONSULTANT

I. Requirements for the Standard Certificate

1. Minimum of three years of successful teaching experience with at least two in the classroom, and;

2. Master's degree (or Master's equivalent) from an accredited college, and;

3. Specialized preparation-

   a. Eligible for the Basic Skills Specialist - Reading certificate, and;

   b. Six additional semester hours graduate level reading courses - electives, and;

4. Required - Nine (9) semester hours of graduate level courses chosen from three of the following areas:

   Learning Theory
   Human Growth and Development
   Educational Psychology
   Curriculum Development
   Psychology of Adjustment

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of one year (renewable up to three years contingent upon satisfactory annual progress towards completion of the certification requirements) at the request of a Delaware public school to a person who meets the requirements listed below and who is employed as a Reading Consultant to allow for the completion of the requirements for the Standard certificate as listed under Section I. above.

1. Bachelor's degree from an accredited college, and;
2. Eligible for the Basic Skills Specialist - Reading certificate, and;
3. Minimum of three years of classroom teaching, and;
4. Six (6) additional semester hours graduate level reading courses - electives, and;
5. Three (3) semester hours graduate level courses as listed in I. 4 above.

***

CERTIFICATES ISSUED FOR THIS POSITION	
Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SCHOOL BUSINESS MANAGER

For person employed as School Business Manager, the requirements shall be as follows:

I. Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college in business administration, accounting or engineering

- OR -

Business training and experience as approved by the Delaware State Department of Public Instruction, and;

B. Specialized Professional Preparation-

Minimum of five courses from at least three of the following areas:

Intermediate Accounting
School Business Management
Finance
School Buildings including planning, construction, and maintenance
School or Business Law
State Budget Procedures

Work experience or training outside of education may be accepted in lieu of any of the above courses when such experience or training is deemed equivalent to such a course. Verification of experience will be required. Determination of acceptance of experience in lieu of course work required, will be made by the Delaware State Department of Public Instruction.

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School to a person employed as a School Business Manager to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Requirements of I. A. above, and;

B. Within 3 semester hours of meeting the requirements as listed in I. B. above.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SCHOOL NURSE

I. Requirements for the Standard Certificate

A. Registered nurse in the State of Delaware and;

B. Specialized professional preparation

30 semester hours to include courses from each of the following areas:

Health needs of the school age child
Human behavior and development
Sociology
Community and public health
Health education
The exceptional child
Health counseling and guidance
Nursing in the school health program

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed as a school nurse to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Registered nurse in the State of Delaware and;

B. Specialized professional preparation - 21 semester hours of courses as required in I. B. above.

III. Requirements for the Provisional Certificate (not renewable)

Issued for a period of six years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed as a school nurse to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Registered nurse in the State of Delaware and;

B. Agreement to complete the courses specified in I. B. above.

No Emergency Certificates are issued for this position.

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SCHOOL OCCUPATIONAL THERAPIST

I. Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. Completion of a program in occupational therapy approved by the Council of Medical Education of the American Medical Association and the American Occupational Therapy Association and;

C. Registration with the American Occupational Therapy Association and;

D. One year experience in a school setting or a practicum at the undergraduate/graduate level working with children of the type to be served under this certificate.

E. Minimum of six semester hours as follows:

1. Human Development
2. Exceptional Children

II. Requirements for the Limited/Standard Certificate

Issued for a period of three years at the request of a Delaware public school to a person who meets the requirements listed below and who is employed as a School Occupational Therapist to allow for the completion of the requirements for the standard certificate under Section I. above.

A. Requirements as listed in I. A., B., and C.

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

NOTE: Effective date - October 1, 1976. Persons employed in the above position prior to October 1, 1976 in accordance with items I. A., B., and C above will be granted a standard certificate.

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SCHOOL PHYSICAL THERAPIST

I. Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. Completion of a program in physical therapy approved by the Council of Medical Education of the American Medical Association and the American Physical Therapy Association and;

C. Registered Physical Therapist in the State of Delaware and;

D. One year experience in a school setting or a practicum at the undergraduate/graduate level working with children of the type to be served under this certificate.

E. Minimum of six semester hours as follows:

1. Human Development
2. Exceptional Children

II. Requirements for the Limited/Standard Certificate

Issued for a period of three years at the request of a Delaware public school to a person who meets the requirements listed below and who is employed as a School Physical Therapist to allow for the completion of the requirements for the standard certificate under Section I. above.

A. Requirements as listed in I. A., B., and C.

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

NOTE: Effective date - October 1, 1976. Persons employed in the above position prior to October 1, 1976 in accordance with items I. A., B., and C above will be granted a standard certificate.

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SCHOOL PSYCHOMETRIST AND SCHOOL PSYCHOLOGIST

I. Requirements of the Standard Certificate

A. A Master's degree from an accredited college in counseling, psychology, or a related field is required for the School Psychologist. A Bachelor's degree from an accredited college is required for the School Psychometrist, and;

B. Specialized Professional Preparation-
Course work to total 30 semester hours for School Psychometrist and 66 semester hours for the School Psychologist taken either before or after the attainment of the Bachelor's degree and distributed in each of the areas (not course titles) identified below.

1. General	School Psychometrist	School Psychologist
Chosen from several of the following areas:	6	9

*Developmental psychology
Personality
Psychological foundations of education
Social psychology
Child psychology or child development
Issues in child psychology
Adolescent psychology
Mental retardation
Perception and/or sensation

- AND -

2. Techniques	School Psychometrist	School Psychologist
Chosen from several of the following areas:	9-12***	18

*Individual testing
**Personality assessment
Psychological measurements
Diagnosis of reading problems
Counseling theory and interviewing
Educational measurements
Statistics

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3. Clinical	School Psychometrist	School Psychologist
Chosen from several of the following areas: *Clinical psychology Techniques for behavior change Abnormal psychology Psychodynamics Practicum in counseling Exceptional children	6	15

- AND -

4. Educational	School Psychometrist	School Psychologist
Chosen from several of the following areas: Educational psychology Education of exceptional children Instruction and learning Delinquency Early childhood education	3	9

- AND -

5. Practicum	School Psychometrist	School Psychologist
Clinical experience under supervision in the areas of mental retardation, social and emotional maladjustment, learning disabilities, and other areas of exceptionality in schools, child diagnostic centers, mental hygiene clinics, and hospitals, (preferably not more than three hours in any one area). For persons without two years of successful teaching experience in the public schools, six semester hours of practicum in a public school setting shall be required; otherwise, three semester hours of practicum in a public school will be sufficient.	3-6***	15

*Required for both School Psychometrist and School Psychologist. Course work required under Individual Testing must include how to administer individual intelligence tests, including Binet and Weschler.

**Required for School Psychologist only.

***For the School Psychometrist with two years of school experience, only three semester hours of Practicum will be required and 12 semester hours in Techniques.

II. Requirements of the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed as a School Psychometrist or School Psychologist to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. School Psychometrist

1. Degree as required for position in I. A. above, and;

2. Requirements as required for position in I. B. 5. above, and;

3. Within 6 semester hours of meeting course work as required in I. B. 1, 2, 3, and 4 above except individual testing.

B. School Psychologist

1. Degree as required for position in I. A. above, and;

2. Requirements as required for position in I. B. 5 above, and;

3. Within 9 semester hours of meeting course work as required in I. B. 1, 2, 3, and 4 above except individual testing.

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SECONDARY SCHOOL COUNSELOR

Required for grades 9-12, valid in schools organized for grades 5-8.

I. Required for the Standard Certificate - Required for all counselors

A. Master's degree from an accredited college and;

B. Completion of a graduate degree program in secondary school counseling and;

C. A minimum of three years professional experience in a secondary school setting; or three years of appropriate experience as approved by the Delaware State Department of Public Instruction; or a supervised school counseling internship of one full year in a secondary school setting which is part of a graduate degree program in secondary school counseling

- OR -

D. A graduate degree from an accredited college in any field and;

E. Minimum of thirty (30) semester hours of graduate course work including the graduate level courses listed below:

1. Principles and practices of the guidance program
2. Tools and techniques in counseling
3. Counseling theory and interviewing
4. Career information
5. Testing and analysis
6. Organization and administration of the guidance program
7. Supervised practicum or internship

- AND -

F. Experience as in I., C. above

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II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware public school to allow for the completion of the requirements for the Standard certificate as described in section "I" above. The Limited/Standard certificate is issued only when a person is counseling under the supervision of a fully certified counselor. Minimum requirements for the Limited/Standard certificate are indicated below:

A. Bachelor's degree from an accredited college and;

B. Minimum of three years of successful teaching experience at the secondary level; or three years of appropriate experience as approved by the Delaware State Department of Public Instruction; or two years teaching and one year supervised internship and;

C. Specialized Professional Preparation-

Minimum of one graduate level course in each of the following areas:

1. Principles and practices of the guidance program
2. Tools and techniques in counseling
3. Occupational and educational information
4. Tests and measurements
5. Counseling theory and interviewing

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL EMPLOYEES

SECONDARY TEACHER - BILINGUAL

Required in grades 9-12, valid in grades 7-8 in a junior high school, and valid in grades 5-8 in a State approved middle school.

I. Requirements for the Standard Certificate

A. Bachelor's degree form an accredited college, and;

B. General Education-
Satisfactory completion of bachelor's degree, and;

C. Professional Education-

1. Completion of a program in teacher education in secondary education bilingual in the language area of assignment and the subject area of assignment

- OR -

2. Completion of a major in the subject area of assignment, and;

a. Minimum of 15 semester hours in the language area of assignment at or above the third year college level

- OR -

Demonstrated fluency in the language area of assignment as determined by the NTE (score at fifthieth percentile)

- AND -

b. Three semester hours in Teaching English as a Second Language

- AND -

c. Knowledge of the target group's culture as demonstrated by:

Three semester hours credit in the culture of the target group

- OR -

Significant personal connection with the target community such as formative or work experience

- OR -

An appropriate workshop approved by the Department of Public Instruction in the target group's culture

- AND -

d. Bilingual student teaching in a secondary school program in the language area of assignment.

 (continued)

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed as a bilingual secondary teacher to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Requirements of I. A. and I. B. above, and;

B. Specialized Professional Preparation-

Course work as required in I. C. 2a, b, and c. (Student teaching will be satisfied by three years of satisfactory teaching experience in a secondary bilingual school program in the language area of assignment.)

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provsional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SECRETARIAL PERSONNEL

Secretarial personnel employed and paid the base salary under the provisions of Section 1308 (a) are not required to hold any type of certificate.

Requirements for the Standard Certificate

The requirements described below are those referred to in Section 1309 (b), Title 14, Delaware Code, and are required for additional salary as provided by that section.

A. Bachelor's Degree Secretary

Must have a Bachelor's degree from an accredited college and demonstrated proficiency in business skills as determined by the employing agency.

B. Certified Secretary

1. In addition to the requirements of Section C, below, must have completed 12 additional semester hours which shall include a college course in School Business Management or Delaware inservice credit for the state approved course in State Budget Accounting; in the case of the liberal arts college student, the remaining semester hours shall be in the field of business education, and;

2. Minimum of five years' successful experience.

C. Senior Secretary

High school graduation and successful completion of a two-year accredited college program in secretarial training or accounting, or equivalent, and demonstrated proficiency as determined by the employing agency

- OR -

Completion of a two-year business course in secondary school plus successful completion of two years of college work, or equivalent, and demonstrated proficiency as determined by the employing agency

- OR -

Successful completion of all six parts of the examination for Certified Professional Secretaries administered by the Institute for Certifying Secretaries for the National Secretaries Association (International).

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	None
Provisional	None
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SOCIAL STUDIES

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of approved program in teacher education in the area of social studies

- OR -

2. Minimum of 15 semester hours including human development, methods of teaching, and clinical and/or field experience including student teaching at the appropriate level (7-12), and;

D. Specific Teaching Field-

1. Major in social studies (courses required from minimum of four (4) of the social science disciplines)

- OR -

2. Completion of approved program in teacher education in the area of social studies

- OR -

3. Minimum of 36 semester hours to include courses in at least five of the following areas:

History
Geography
Political Science
Economics
Anthropology
Sociology
Psychology

Courses in the contributions of minority groups may be included in any of the above areas where the course symbol or title is appropriate.

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/ Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SPECIALIST - HUMAN RELATIONS

I. Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college, and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Three years of appropriate experience in education, social work, community education, or human relations, and;

D. Professional Education-

1. Completion of a program in the educational speciality - human relations

- OR -

2. Completion of a degree program in teacher education, or other appropriate area such as community education, social and/or behavioral science, and courses or workshops totaling fifteen (15) semester hours to include (a) below and from at least three other areas listed below.

a. Workshop for Human Relations Trainers which includes experiential design, facilitative skills, and implementation

b. Group Dynamics or Group Process Skills

c. Multicultural/Race Relations

d. Interpersonal Communication Skills

e. Community or Public Relations

f. Affective Education or Humanizing the Curriculum

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School District to a person who meets the requirements listed below and who is employed as a Specialist - Human Relations to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree, and;

C. Three years of appropriate experience in education, social work, community education, or human relations, and;

D. Completion of a degree program in teacher education, or other appropriate area such as community education, social and/or behavioral science, and;

1. Workshop for Human Relations Trainers which includes experiential design, facilitative skills, and implementation

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SPEECH

Required in grades 9-12, valid in grades 7-8 in a junior high school, and valid in grades 5-8 in a State Approved middle school.

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of a program in teacher education in Speech Communication or Speech Communication and Drama

- OR -

2. Minimum of 15 semester hours including human development, methods of teaching, and clinical and/or field experiences including student teaching at the appropriate level (7-12), and;

D. Specific Teaching Field-

1. Major in Speech Communication or Speech Communication and Drama

- OR -

2. Completion of a program in teacher education in Speech Communication or Speech Communication and Drama

- OR -

3. Minimum of 30 semester hours with at least one course in each of the following areas: Fundamentals of speech, discussion, debate, oral interpretation, broadcasting (radio or TV), speech correction, voice and diction, public speaking, and an elective in one of the following areas: Play direction, creative dramatics, scriptwriting, play production, or forensics

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

5/74

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SPEECH AND HEARING

I. Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college and;

B. General Education-
Satisfactory completion of the Bachelor's degree and;

C. Professional Education-

1. Completion of a Master's or Bachelor's degree program in the area of speech and hearing pathology

- OR -

2. Minimum of 60 semester hours as follows:

a. General - 24 semester hours from at least six of the following areas:

Child psychology
Educational psychology
Abnormal psychology
Reading disorders
Learning disorders
Tests and measurements
Introduction to exceptional children
Speech and language development
Child growth and development
Counseling
Adolescent psychology

b. Specialized area - 30 semester hours

1) Speech pathology - 24 semester hours from the following:

Phonetics
Speech correction or speech pathology (required)
Anatomy and physiology of the speech and hearing mechanism (required)
Articulation disorders
Voice disorders
Stuttering
Language disorders
Cleft palate

Aphasia
Cerebral Palsy

2) Audiology - 6 semester hours from the following:

Hearing testing (required)
Hearing problems
Audiology
Speech reading
Auditory training

c. Clinical practicum - 6 semester hours (required)

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed in Speech and Hearing to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Requirements as listed in I. A. and B. above and;

B. Requirements as listed in I. C. 2. b. and c. above and;

C. Within 9 semester hours of meeting all other course requirements as listed in I. C. 2. a. above.

****

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SUPERVISOR OF SCHOOL BUS TRANSPORTATION

I. Requirements for the Standard Certificate

A. Valid standard teacher's or administrator's certificate, and;

B. Minimum of three years' experience as a teacher or administrator required. Some experience in class or bus scheduling is recommended.

C. Specialized Training to include a course in each of the following areas:

State Budget Procedures or School Business Management
Safety
Transportation
Supervision/Personnel Administration

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed as a Supervisor of School Bus Transportation to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Requirements as listed in I. A. and B. above, and;

B. 3 semester hours of courses required in I. C. above

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

SUPERVISOR OF SCHOOL DISTRICT FOOD SERVICE PROGRAMS

Standard certificate required for all full-time Supervisors.

I. Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college, and;

B. Specialized Professional Preparation

1. Training

Has completed requirements for the Bachelor's degree from a regionally accredited college with courses from a combination of two or more of the following areas: food, nutrition, institutional management, education, and child development, and;

2. Experience

Has satisfied one of the following conditions:

a. One year of professional experience or teaching in the areas of food, nutrition, or institutional management,

- OR -

b. Successful completion of Dietetic Internship as approved by the American Dietetic Association,

- OR -

c. Two years' experience in the supervision of quantity food production and service or related industrial experience in the area of food, nutrition or institutional management,

- OR -

d. Two years' experience as a manager of a small school food service unit or as the assistant manager to the manager of a large school food service operation.

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	None
Provisional	None
Emergency	None

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DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

TRADE AND INDUSTRIAL EDUCATION (T & I)

Requirements for Standard Certificate

A. Instructor

1. Bachelor's degree from an accredited college;

- OR -

High school graduate and 12 semester hours general preparation from an accredited college in the fields of Communication Skills, Mathematics, Social Sciences, and Science

- AND -

2. General Education-
Satisfactory completion of the Bachelor's degree or High School graduation and 12 semester hours general preparation as listed above in A. 1

- AND -

3. Professional Education-
Bachelor's degree in Vocational Education in the specific field of endorsement

- OR -

Minimum of 48 semester hours as follows:

Required--18 semester hours:

Educational Psychology
School/Industrial Relations
History and Philosophy of Vocational Education
Methods of Teaching Vocational Education
Vocational Safety (Safety course must be appropriate to the occupation being taught)
Shop Organization and Management

Required (additional) for Special Education Endorsement--12 semester hours:
(special education courses may be either college level or approved inservice)

Survey Course on Exceptional Children
Curriculum and Methods for Exceptional Children
Methods of Diagnosis, Assessment and Evaluation of Exceptional Children
Special education courses to include techniques in Behavior Analysis and Behavior Management

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Electives--from areas such as the following or any other courses approved by the local Superintendent and State Supervisor of Trade and Industry that will assist the instructor in meeting current craftsmenship skills as demanded by business and industry:

Vocational Guidance
Curriculum Construction
Development of Vocational Teaching Aids
Attending Appropriate Trade Schools
Trade Competency Examinations
Trade and Industrial Work Experience
Manufacturers Service School

- AND -

4. Skilled trade experience-
A minimum of six years' successful full-time work experience, at an apprenticeship level, or two years beyond the learning period* in a trade or industrial occupation in the trade to be taught.

Special Education Endorsement only: A minimum of six years' successful work experience in a single or in several trades and/or industrial occupations, or two years beyond the learning period.*

---

*"Learning period" is defined as one of the following:

Registered apprentice program;

State licensure program; i.e., registered nurse, LPN, cosmetology, barbering;

Approved high school vocational program plus an associate degree in an appropriate vocational area;

Satisfactory completion of an acceptable trade competency examination (as approved by the Department of Public Instruction);

A minimum of a Bachelor's degree in an appropriate vocational field (B.S. degree must be related to occupational area to be taught).

A Trade Competency Examination may be required by the Delaware State Department of Public Instruction (Vocational Division) for applicants whose work experience is not properly verified or whose experience appears to be out-dated.

CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

B. Occupational Coordinator - Instructional

Meets all the requirements of a Standard Vocational Certificate as prescribed above under A., Instructor, plus three (3) years' teaching (Occupational) experience and holds a B. S. degree.

C. Occupational Coordinator - Cooperative Work Experience

Meets all the requirements of a Standard Vocational Certificate as prescribed above under A., Instructor, plus three (3) years' teaching (Occupational) experience or appropriate occupational experience.

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TRADE AND INDUSTRIAL TEACHER CERTIFICATION AREAS

Original Technical and Trade and Industrial Teacher Certification	Recommended Technical and Trade & Industrial Teacher Certification	Corresponding U.S.O.E. Code
Industrial Chemistry	Chemical Technology	16.0105
Electronic Technology	Electronic Technology	16.0108
	Environmental-Control Technology	16.0110
Instrumentation	Instrumentation Technology	16.0112
	Data Processing	16.0117
	Laboratory Technology	16.0199
Air Condt. & Refrigeration	Air Conditioning (Cooling, Heating, and Ventilating)	17.0100
Plumbing and Heating (Discontinued)		
Appliance Repair	Appliance Repair	17.0200
Auto Body Repair	Auto Body Repair	17.0301
Auto Mechanics	Auto Mechanics	17.0302
	Motorcycle Repair	17.0399
Aviation Mechanics, Air Frame and Power Plant	Aviation (Aircraft Maintenance, Air Frame and Power Plant)	17.0400
Avionics	Avionics	17.0499
	Business Machine Maintenance	17.0600
Commercial Art	Commercial Art	17.0700

Original Technical and Trade and Industrial Teacher Certification	Recommended Technical and Trade & Industrial Teacher Certification	Corresponding U.S.O.E. Code
Photography	Commercial Photography	17.0900
Carpentry	Carpentry	17.1001
Electricity (Residential, Commercial, Industrial)	Electricity (Residential, Commercial, Industrial)	17.1002
Industrial Electricity (Electrical Construction) (Discontinued)		
Operating Engineer	Heavy Equipment (Operation, Maintenance and Repair	17.1003
Masonry	Masonry	17.1004
Bricklaying (Discontinued)		
	Painting & Decorating	17.1005
Pipefitter	Plumbing and Pipefitting	17.1007
Building and Grounds Maintenance	Building and Grounds Maintenance	17.1099
	General Contracting	17.1099
Civil Engineering Aide	Civil Engineering Aide	17.1099
	Custodial Services	17.1100
Diesel Mechanics	Diesel Mechanics	17.1200
Drafting and Design	Drafting and Design	17.1300
Mechanical Drawing	Mechanical Drawing	17.1300
	Electronics	17.1500
Radio & TV Repair	Radio & TV Repair	17.1503
Journalism (Communications and TV Production)	Studio Technician (TV Production)	17.1599
Graphic Communications	Graphic Arts (Printing, Photoengraving, Lithography)	17.1900
Printing	Printing	17.1902

Original Technical and Trade and Industrial Teacher Certification	Recommended Technical and Trade & Industrial Teacher Certification	Corresponding U.S.O.E. Code
Machine Shop	Machine Shop	17.2302
	Metal Trades (Fabrication)	17.2304
Sheet Metal	Sheet Metal	17.2305
Welding	Welding and Cutting	17.2306
Iron Workers Specialist	Iron Workers Specialist	17.2399
Barbering	Barbering	17.2601
Cosmetology	Cosmetology	17.2602
Plastics	Plastics	17.2700
Baking	Baking	17.2901
Cook (Chef)	Cook/Chef	17.2902
Food Management (Production & Services)	Food Management (Production & Services)	17.2999
Commercial Foods (Discontinued)		
	Small Engine Repair	17.3100
Stationary Engineering	Stationary Engineer (Power Plant)	17.3200
	Upholstering	17.3500
Mill & Cabinet	Millwork & Cabinetmaking	17.3601
Theater Production	Theater Production (Set Design & Construction)	17.9901
Warehousing	Materials Handling (Warehousing)	17.9903
Electronic Data Processing (Machine Operation) (Discontinued)		
Career Orientation (Exploring Occupations) (Discontinued)		

Original Technical and Trade and Industrial Teacher Certification	Recommended Technical and Trade & Industrial Teacher Certification	Corresponding U.S.O.E. Code
Cooperative Vocational Education Programs (Discontinued)		
Introduction to Vocations (Discontinued)		
Library Aide (Discontinued)		

The following may be dual certification in their respective vocational areas and in trade and industry only when the need indicates and only if offered in a multi-period, minimum two year, sequential, intensified program:

	Farm Business Management	01.0104
	Agricultural Mechanics	01.0300
Horticulture (Greenhouse Operation)	Ornamental Horticulture (Floriculture, Greenhouse Operation and Management, Landscaping, Nursery Operation)	01.0500
	Distribution (Merchandising, Advertising, Marketing, Management)	04.0000
Dental Assistant	Dental Assisting	07.0101
Dental Technician	Dental Laboratory Technology	07.0103
Health Occupations	Health Occupations	07.0000
Medical Services	Medical Assisting	07.0904
Health Assistant	Nursing Assisting	07.0303
Child Care	Child Care	09.0201
Electronic Data Processing (Machine Installation and Repair)	Data Processing (Computer, Keypunch, & Coding Equipment Operator and Programmer)	14.0200

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

TRANSPORTATION MANAGER

I. Requirements for the Standard Certificate

A. Training and/or experience deemed appropriate such as bus traffic management, business management, safety management, and;

B. Minimum of four courses (2 or 3 semester hours) as follows:

State Budget Procedures or School Business Management
Safety
Transportation
Supervision/Personnel Administration

II. Requirements for the Limited/Standard Certificate (not renewable)

Issued for a period of three years at the request of a Delaware Public School to a person who meets the requirements listed below and who is employed as a Transportation Manager to allow for the completion of the requirements for the standard certificate as listed under Section I. above.

A. Requirements as listed in I. A. above, and;

B. Agreement to take the four courses listed above in I. B.

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	See above
Provisional	None
Emergency	None

DELAWARE
STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION OF PROFESSIONAL PUBLIC SCHOOL PERSONNEL

VISITING TEACHER

Requirements for the Standard Certificate

A. Bachelor's degree from an accredited college, and;

B. General Education-
Satisfactory completion of the Bachelor's degree, and;

C. Professional Education-

1. Minimum of 15 semester hour credits with at least one course with emphasis in each of the following areas:

Child Development or Psychology
Behavior Problems
Social Work
Child Welfare
Education Laws

- OR -

2. Delaware teacher certificate with three years' successful teaching experience and the personal qualities necessary for the type of position and recommendation by the employing district.

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CERTIFICATES ISSUED FOR THIS POSITION

Standard	See above
Limited/Standard	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Limited/Standard
Provisional	Upon request of a Delaware Public School for a teacher employed for this position who meets the standards as set forth under Types of Certificates - Provisional
Emergency	None

STATE OF DELAWARE

PROFESSIONAL EMPLOYEE CONTRACT

It is agreed between the Board of Education and the ..... School District located in ..... County and ..... who holds a ..... (Name of Employee) (Name of ..... Certificate in full force, that the said Board of Education has employed and does hereby employ the said ..... as ..... for (Name of Certificate) (Name of Employee) (Type of Position)

the school year commencing ....., 19....., and ending ....., 19 ....., and from year (Month) (Month)

to year thereafter, provided he or she continues to satisfy the legal requirements of certification and/or until the said Board of Education shall terminate ..... services according to the provisions of (His or Her)

the Delaware School Code, at a total salary of $ ..... (State funds $.....;

Local funds $.....) per year payable in ..... payments as presently or hereafter provided by law. All payments of salary and deductions for cause shall be governed by the rules and regulations of the State Board of Education as now in force or hereafter promulgated, or amended or incorporated in this contract by reference thereto with the same force and effect as if herein expressly set forth. The rules as presently in effect are set forth on the reverse side of this contract. (Number)

A school year, for teaching purposes, shall be a period of ten months. Ten months per year shall mean a total of 185 days. "The 185 days shall be full work days with 180 days devoted to actual school sessions for pupils and five (5) days devoted to attendance in inservice education programs or other programs approved by the State Board of Education, except that the State Board of Education may reduce the number of days devoted to school sessions or inservice education programs on just cause or upon showing of unusual circumstances. Full work days shall be defined by the State Board of Education." Title 14, Section 1305 (c).

It is further agreed that the employee herein named shall not vacate his or her position during the school year without the mutual consent of both parties.

It is further agreed that, if the said employee wishes to vacate his or her position at the end of any school year, notice in writing shall be given the said Board of Education, on or before July 1 of such year.

In the event that said employee violates any of the conditions listed above, the certificate of said employee may be suspended or revoked by the State Superintendent of Public Instruction.

The right of appeal shall in all cases be to the State Board of Education.

The said ..... hereby accepts the employment aforesaid and undertakes that (Name of Employee)

..... will faithfully perform ..... duties that may be assigned by (He or She) (His or Her)

the employing Board, and will observe and comply with the School Laws of Delaware and the rules and regulations of the State Board of Education.

Dated this ..... day of ....., 19.....

BOARD OF EDUCATION

.....
(President)

.....
(Executive Secretary)

.....
(Employee)

NOTE: This contract must be made in duplicate. The original copy is to be delivered to the employee, one copy is to be retained by the Board of Education.

Title 14, Section 1305 - Basic salary schedule for teachers, principals, superintendents, and other administrative and supervisory employees

(a) "All employees who hold appropriate certificates and whose salaries are paid for 10 months per year, shall receive annual salaries in accordance with the following schedule." (See salary schedule under 1305)

(b) "All who are employed under subsection (a) of this section for more than 10 months per year and paid accordingly shall receive a payment of one-tenth of the amount designated in the schedule set forth in said subsection for such employee for each additional month of employment per year."

(c) "Salary derived from subsection (a) of this section for ten (10) months employment shall mean a total of 185 days. The 185 days shall be full work days with 180 days devoted to actual school sessions for pupils and five (5) days devoted to attendance in inservice education programs or other programs approved by the State Board of Education, except that the State Board of Education may reduce the number of days devoted to school sessions or inservice education programs on just cause or upon showing of unusual circumstances. Full work days shall be defined by the State Board of Education."

Title 14, Section 1317 - Method of salary payments

"Teachers and principals and other employees who are employed for ten months per year shall have the option of being paid in 20 or 24 equal payments, provided that such employees shall indicate their preference at the time of signing their contract for the ensuing school year, and that the method of salary payment so designated shall not be changed during the period of the aforementioned contract."

Title 14, Section 1320 - Deduction for unexcused absence

"For each day's absence for reasons other than those permitted under Section 1318 of this title, there shall be deducted 1/185th of the annual salary of the employee who is employed for 10 months; 1/204th for the employee who is employed for 11 months; and 1/222nd, for the employee who is employed for 12 months, for each day of unexcused absence."

Title 14, Section 1329 - Employment contracts

(a) "The State Board of Education and the Boards of Education of the reorganized school districts may sign individual employment contracts involving state funds only with those professional employees whose base salary is that provided for in Title 14, Delaware Code, Section 1305. The salary amounts in the contracts so authorized shall be for one fiscal year, provided that contracts for administrative personnel covered in paragraph (b) of this section shall not be so limited."

(b) "Nothing in this Title shall be construed as prohibiting the Board and any assistant principal, principal, supervisor, administrative assistant, director, assistant superintendent, or superintendent from entering into an employment contract for a period of up to five years."

(c) "Salary amounts in individual employment contracts provided for in paragraph (a) of this section shall not be contracted for, agreed upon or effective prior to May 1 of the fiscal year immediately preceding the beginning of the fiscal year during which the salary amount is to be received, except that for recruitment of new teachers to a reorganized school district contracts may be entered into at any time at the current year's state supported salary level for such teachers, provided that in the case of out of state teachers experience is to be computed at the same level as teachers within the state equally qualified. As of May first of any year, salary schedules shall be based on state supported salary schedules in existence at that time for the contracted year."

Title 10, Chapter 35. ATTACHMENTS

Section 3509 - Proceedings against garnishees

"If any garnishee, duly summoned shall not appear as required, he may be compelled, by attachment, to appear and answer or plead. The plaintiff may be compelled to pay a fee to the garnishee in such amount as may be fixed from time to time by rule of the Superior Court.

An employer shall not dismiss an employee because the employer was summoned as garnishee for the employee."

Title 29, Chapter 51. PUBLIC OFFICERS AND EMPLOYEES

Section 5103 - Payment of debts as condition of employment

"No agency of the State shall employ, or retain upon its payroll, any person who refuses or neglects to make an effort to pay, by making regular partial payments on, any unsecured debt, duly contracted for by such person, while in the employ of the State. Whoever refuses or neglects to comply with, or violates, any of the provisions of this section, shall thereafter be disqualified for membership or employment on any such agency." (Attorney General Opinion - 7/2/69 — A teacher having tenure status cannot be discharged for non-payment of debts, but there are sufficient grounds under Section 1411, of Title 14 to terminate his employment.)

STATE OF DELAWARE

SCHOOL ADMINISTRATORS CONTRACT

It is hereby agreed by and between the Board of Education of the ..... School District and ..... who holds a (Name of Employee) ..... Certificate in full force, that the said Board of Education (Name of Certificate) has and does hereby employ the said ..... as ..... (Name of Employee) (Type ..... of Position) for ..... commencing ..... 19 ..... (No. of yrs.) (Month) and ending ....., 19 ..... provided said employee continues to satisfy the legal requirements of certification and/or until the said Board of Education shall terminate the services of said employee according to the provisions of the School Laws of Delaware, and procedures set forth herein provided that such procedures are not in conflict with the School Laws of Delaware.

Witnesseth:

That, in consideration of a salary of $..... (State funds $ .....; Local funds $.....) for the first year and to be paid a minimum of the mandated State salary the second, third, fourth and fifth years, and local funds amounting to $ ..... (Second year); $..... (Third year); $..... (Fourth year); and $..... ..... (Fifth year), said employee agrees to perform faithfully the duties of .... and to serve the ..... School District in a professional manner. The annual salary shall be paid in equal installments in conformance with the policy governing payment of other professional staff members in the district.

That, the Board of Education hereby retains the right to adjust the annual salary beyond the mandated minimums during the term of the contract. Any adjustment in salary made during the life of this contract shall be in the form of an amendment and shall become a part of this contract. It is provided, however, that by so doing it shall not be considered that the Board of Education has entered into a new contract with the employee nor that the termination date of the existing contract has been extended.

That, said employee shall receive all fringe benefits normally afforded the professional employees of the School District as well as any fringe benefits enumerated specifically below:

1. .....
2. .....
3. .....

That, a school year, for the purpose of this contract, shall be a period of ..... months commencing on ....., 19 ..... and ending ..... 19.....

That, said employee shall receive ..... days vacation annually and shall be entitled to leave in accordance with provisions of Section 1318 of Title 14 of the Delaware Code; and ..... holidays.

That, termination of this contract before its expiration date may occur by mutual consent of both parties; by action of the Board for good and just causes provided the Board does not arbitrarily call for his dismissal; but will serve the administrator with a written performance evaluation and a fair hearing before the Board. If the administrator chooses to be accompanied by legal counsel at the hearing, said legal expenses will be incurred by the administrator. Failure on the part of either the Board of Education or the Administrator to notify the other in writing by certified mail, no later than six months prior to the termination of the contract, of either party's intent not to renew the contract will automatically result in a one year extension of the existing contract.

That the said employee hereby accepts the employment aforesaid and undertakes to perform the duties that may be assigned by the employing board, and will observe and comply with the School Laws of Delaware and the rules and regulations of the State Board of Education.

That, in the event said employee violates any of the conditions listed above, the certificate of said employee may be suspended or revoked by the State Superintendent of Public Instruction.

That the right of appeal shall in all cases be to the State Board of Education.

This contract shall be made in duplicate. The original copy is to be delivered to the employee, one copy is to be retained by the Board of Education.

Dated this ..... day of ....., 19.....

BOARD OF EDUCATION

.....
(President)

.....
(Executive Secretary)

.....
(Employee)

Form approved by the State Board of Education March 16, 1972.

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STATE OF DELAWARE

TEMPORARY PROFESSIONAL EMPLOYEE CONTRACT

It is agreed between the Board of Education of the ..... Reorganized School District located in ..... County and .....
(Name of Employee)
who holds a ..... in full force, that the said Board of Education has employed and does hereby employ the said .....
(Name of Certificate) (Name of Employee)
as ..... commencing ....., 19....., and ending ....., 19.....,
(Type of Position)
provided he or she continues to satisfy the legal requirements of certification and/or until the said Board of Education shall terminate ..... services according to the provisions of the Delaware School Code, at a total salary of $.....
(His or Her)
(State funds $.....; Local funds $.....) payable in ..... payments as presently or hereafter provided by law. All payments of salary and deductions for cause shall be governed by the provisions of the Delaware School Code and the rules and regulations of the State Board of Education as now in force or hereafter promulgated, or amended or incorporated in this contract by reference thereto with the same force and effect as if herein expressly set forth.
(Number)

It is further agreed that the employee herein named shall not vacate his or her position during the term of this contract without the mutual consent of both parties.

In the event that said employee violates any of the conditions listed above, the certificate of said employee may be suspended or revoked by the State Superintendent of Public Instruction.

The right of appeal shall in all cases be to the State Board of Education.

The said ..... hereby accepts the employment aforesaid and undertakes
(Name of Employee)
..... will faithfully perform ..... duties that may be assigned by the employing Board, and will observe and comply with the School Laws of Delaware and the rules and regulations of the State Board of Education.
(He or She) (His or Her)

Dated this ..... day of ....., 19.....

BOARD OF EDUCATION

.....
(President)

.....
(Executive Secretary)

.....
(Employee)

NOTE: This contract must be made in duplicate. The original copy is to be delivered to the employee; one copy is to be retained by the Board of Education.

Form CPC-156-75
Dept. of Public Instruction

SCHOOL EMPLOYMENT RECORD

SEND TO: CERTIFICATION AND PERSONNEL DIVISION
Dept. of Public Instruction
Townsend Building
Dover, Delaware 19901

School District _____ Date _____

1. Name of Employee _____
Last First Middle

has been appointed to the position of _____
Chief, Administration, Teacher, etc.

of _____ in _____
Name Field, Grade, or Subject School Building

beginning _____.
Date

2. The following credentials have been verified and are held in the local personnel file:

a. Health certificate _____

b. Years of experience: Administrative _____, Teaching _____

3. The following forms have been verified and are submitted for evaluation: (please check ✔)

a. _____ Application for Certificate

b. _____ Official transcripts _____ _____
College or University Date Received

_____ _____

_____ _____

_____ _____

c. Institutional recommendations (if eligible due to completion of an approved program)

_____NCATE _____NORTHEAST COMPACT _____INSTITUTIONAL RECOMMENDATION _____INTERSTATE

d. _____ Experience verification form for Interstate Agreement

SIGNATURE _____

TITLE _____

Non-Resident Fee
$10 check enclosed
for original certificate _____

Duplicate Fee
$2 check enclosed for
duplicate certificate _____

(Make check payable to the
State Board of Education)

STATE OF DELAWARE

STATE DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION AND PERSONNEL DIVISION
DOVER, DELAWARE 19901

Form CPC-154-R478

APPLICATION FOR CERTIFICATE

"No person shall be employed nor shall any salary be paid to such person unless he or she shall hold a Certificate issued by the Delaware State Board of Education of the kind and grade required for the position." Del.C. Title 14, §1092

1. Social Security Number ☐☐☐ ☐☐ ☐☐☐☐

2. Applicant's name _____
Last First Middle (if married, maiden name)

3. Date of birth _____

4. Home address _____ 5. Phone No. _____

6. Have you ever been employed in the public schools of Delaware? _____

7. Certificate requested:

Elementary grade _____

Secondary (specify subject matter area) _____

Administration (specify kind) _____

8. Certificate now held a. _____ State _____ Expiration date _____

b. _____ State _____ Expiration date _____

c. If secondary, in what subjects(s)? _____

9. In what subject(s) and grade(s) did you do student teaching? _____

EDUCATION:

10. SCHOOL (NAME AND ADDRESS)	11. Years Attended	12. Date left or Graduated	13. What Degree
a.			
b. Secondary			
c. College(s)			
d.			
e.			
f.			

(Continued on back)

EXPERIENCE IN EDUCATION: (List only contract appointments)

14. SCHOOL (NAME AND ADDRESS)	15. Type of Experience (subject grade level teacher, principal, etc.)	16. No. of Yrs.	DATES			
			17. Begin		18. End	
			Mo.	Yr.	Mo.	Yr.
a.						
b.						
c.						
d.						

(Attach sheet if more space is needed.)

19. Position now held in education _____
(Give name and address of Employer)

EXPERIENCE OTHER THAN TEACHING OR MILITARY

20. Place	21. Type of work	22. Length of Service (Years and Months)
a.		
b.		
c.		

23. Position now held other than in education _____
(Give name and address of Employer)

PERSONAL DATA:

24. Have you ever had a teaching certificate revoked or suspended in any state? Yes _____ No _____.

25. Have you ever been dismissed from a position? Yes _____ No _____.

26. Have you ever been convicted of any crime (excluding minor traffic violations)? Yes _____ No _____.
Note: If your answer to any of the above three questions is "yes", please give full particulars. If additional space is needed, submit an attached statement.

27. Are you a Delaware resident? _____ No _____ Yes 28. If yes, list date you became a resident _____.

By order of the Delaware State Board of Education:

1. Each applicant for an Educational Certificate is required to file with this office an official college transcript of his/her completed courses with the college seal and a live signature.

2. Upon employment as an educator in a Delaware Public School, the employee is required to submit a doctor's certificate stating that he/she is free from any disease or physical defect or emotional instability that will interfere with his/her success as an educator to his/her employer.

I hereby certify that the above statements are true and correct to the best of my knowledge, and hereby agree that any contract based upon this application is not valid unless all conditions for employment have been fulfilled, and that any deliberate falsification of facts may be grounds for refusal or revocation of my certificate and dismissal from employment.

Signature _____ Date _____

4/78 - V

Form CPC-155-P278
Dept. of Public Instruction

APPLICATION FOR APPROVAL OF
B+15, B+30, M+15, M+30, M+45
GRADUATE PROGRAM STATUS

RETURN TO: Local School District Office
For Transmittal To:
CERTIFICATION AND PERSONNEL
DIVISION
Dept. of Public Instruction
Townsend Building
Dover, Delaware 19901

Read the Policies for the Professional Growth Graduate Program before submitting this application.

The B+30, M+15, M+30, and M+45 graduate program status are presently in effect. The B+15 program status is effective as of July 1, 1978.

Name _____ School _____

Present home address _____

I wish to apply for _____*B+15, _____B+30, _____M+15, Professional Growth Graduate Program status.

_____ M+30, _____M+45. (Please check proper program.)

A.1 List below the courses that have been completed for which you wish credit. List graduate, undergraduate, and inservice courses in that order in this section.

Number	Title of Course	Sem. Hrs.	Grade	College	Year

A.2 OTHER CREDITS. A total of nine approved professional-growth credits may be submitted as a part of any of the above Professional Growth Programs.

Professional Growth Project	Credits	Name of School District	Year

B. To my knowledge, verification for all college or university courses listed in A.1 above are on file in the State Certification and Personnel office. _____ Yes _____ No

If your response was "no", request that an unmarred transcript with official college seal and live signature which indicates specifically the courses for which credit has been requested in A.1 and/or A.2 be forwarded to this office.

FOR DPI USE
Program: _____
Approved _____
State Supervisor of Certification
Effective Date _____

*Effective July 1, 1978

_____ _____
Signature of Applicant Date

_____ _____
Signature of Local Superintendent Date

_____
School District

Application procedures on back →

III. APPLICATION PROCEDURES

1. It is the responsibility of the applicant to secure the proper form from his local school district office, to complete the form, and to return it to his/her school district office for transmittal to the Office of Certification and Personnel, State Department of Public Instruction, Townsend Building, Dover, Delaware 19901.

2. It is the responsibility of the applicant to arrange for the appropriate authority or institution to provide verification if needed, regarding graduate level of courses or any other information that might be needed to support his/her application for Professional Growth Graduate Program.

3. Application for evaluation should not be submitted prior to the completion of a Professional Growth Graduate Program.

4. Specific questions and concerns which an applicant may have concerning his/her Professional Growth Graduate Program must be submitted in writing to the Certification and Personnel Office via his/her local school district office.